GEORGE BROWN

Continuing Education

Winter 1986

The City College

Fashion Photography Workshop and other photography courses: page 59.

A special academic upgrading opportunity

Let George Brown help you discover your hidden potential for academic success and future job satisfaction. Through academic upgrading, you will receive the necessary mathematics, English or sciences you need to start you on your way to further study in technological or business programs, or to successful employment.

Your special needs will be analyzed by counsellors and teachers in our orientation program.

Individual attention, computer assisted instruction and job search skills will also be provided for you on an on-going basis.

In particular, if you are a woman interested in non-traditional roles such as trades and technology, informative career sessions and hands-on experience will be provided.

Courses Start Each Monday At No Cost To You

Discover what you can achieve.

For information call 967-1212, ext. 2460, 2461 or 2462 and make an appointment to see us.

Changing Directions?

We can help.

George Brown's Vocational Testing Service can help you decide whether to go back to school or change careers.

The tests will assess your interests, skills and personality characteristics to match you to a career. The Test Centre's staff can also help you with job search techniques and information about the labour market.

For more information call: The Test Centre

967-1212, ext. 4283

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ON THE COVER:

George Brown photography instructor Mary Fote (in the centre) directs fashion photography workshop students in a shoot at her downtown studio, Sharpshooters. A professional photographer for more than 10 years, Fote has worked for commercial photography studios both here and in the United States.

Cours en français: voir page 79

President's Message

If you can read this message you should consider yourself fortunate.

Thousands of Canadians cannot read at all and many more read at only the most elementary level. In fact, 20 per cent of our population over 15 is functionally illiterate.

The situation is even worse in Toronto. Because 70 per cent of illiterate people live in large urban areas, one in every four people in Metro are functionally illiterate.

This handicap leaves hundreds of thousands of people out of the running for most jobs, and confines their daily lives into narrow routines. Unfamiliar street signs, advertisements, or package labels present insurmountable obstacles. Illiteracy also cuts them off from many of the pleasures of life that most of us take for granted — newspapers, magazines and books are entirely out of their reach.

While George Brown has earned a reputation for its business, high technology, and applied arts programs, it has also developed considerable expertise in helping men and women learn the basic communication skills they need to lead happier and more fulfilling lives.

Special upgrading programs at the College cater to everyone from those who have had no formal education at all to women who need to update their education to qualify for jobs in trade or technical fields.

These programs, which are sponsored by both provincial and federal governments, include *Basic Employment Training, Basic Job Readiness Training, Basic Training for Skills Development, The Technical Upgrading Program, Job Start, Ontario Youth Start,* and *Introduction to Non-traditional Occupations.*

In addition, George Brown works with the Toronto Board of Education to provide the services of Adult Basic Education Centres.

Despite the similarity of the program names, each is specifically designed to help a different group of people. All the programs have one thing in common, however — they offer hope, and the chance at a new life, to hundreds of people every year.

If you know anyone who has trouble reading or who needs better English or Math skills, don't hesitate to call the College at 967-1212 and find out how we can help them.

D.E. Light
President

George Brown College Board of Governors

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Mr. Marvin Gerstein, *Vice-Chairman*
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Mr. Andrew Faas
Mr. James Farley
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Mr. William Reno
Mrs. Anita Ross
Mr. Robert Spencer
Mr. Doug Light, *Secretary-Treasurer)*

How to Register

George Brown College makes it easy for you to register by offering two convenient methods of registration. Register as soon as possible because enrolment is limited and registrations are accepted on a first-come, first-served basis.

In Person

Register at the campus where the course will be offered.
Check the back cover of this directory for the campus' office hours.
Bring along your social insurance number.
You can pay by cash, money order, personal cheque or VISA.
Post-dated cheques are not accepted.
Full payment is due at the time of registration.

Mail Registration

Avoid registration line-ups through George Brown's easy and convenient mail-in registration process:

- Please use the registration form on page100.
- Include full payment (tuition *and* any applicable material fees) by money order or personal cheque.
- Write the name of the campus where the course will be held on both the registration form *and* the envelope.
- Print your name, course title and course code on the back of the cheque or money order.

Mail the completed form to:

- _____ Campus
(insert campus for your course here)
Part-Time courses
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9

Mail-in registrations must be received by the College at least three weeks before the course starts.

Admission Requirements

You must be 19 years old by the day your course starts. Exceptions are the special courses offered for children.
Foreign students who are not Canadian Citizens or Permanent Residents must obtain permission to register from Employment and Immigration Canada and present a Student Authorization form at the time of registration.

Confirmation of Registration

Registrations are accepted on a first-come, first-served basis. Receipt of registration form by the College does not guarantee enrolment.
Students registering in person will receive confirmation when they register.
If you register by mail, your registration will be confirmed by mail, time permitting.
If the course you wanted is cancelled or full, you will be telephoned or notified by mail before classes begin.
You should go to the first evening of class unless you hear otherwise.

Fee Receipts

A registration receipt bearing a cash register imprint is your official receipt and must be presented for admission into class, for income tax purposes, and for transfers or withdrawals.
Receipts for mail registrants will be returned by mail or handed out in class.
Duplicate or replacement receipts will not be issued.
Materials fees are not eligible for tax deduction purposes.

Room Location

Rooms will be printed on registration forms for most in-person registrants.
Others should check the main lobby on the first night of class at the campus where their course is offered.
If you need help finding a room, go to the Evening Supervisor's Office.

4 General Information

Counselling

Counselling services at each campus will provide you with educational, vocational and personal counselling. Normal office hours are 8:30 a.m. to 4 p.m.

Counsellors are also available at Casa Loma Campus on Tuesdays and St. James Campus on Thursdays until 6:30 p.m.

Call for an appointment:
Casa Loma: 967-1212, ext. 2274 or 2414
St. James: 967-1212, ext. 3310 or 3311

Certification

Many of the courses in this calendar can lead to college diplomas or certificates. Others may lead to certification or accreditation by external professional or licensing bodies.

In both cases, requirements will be clearly outlined in the course information. For further information contact the Counselling Department at your campus or the chairman of the department offering your course. It is the student's responsibility to request certification. Certificates will be prepared by the Student Records Department upon authorization by the chairman or program co-ordinator.

Advanced Standing

If you have credits from another college or educational institution, and/or related work experience, you may be eligible for advanced standing in certificate and diploma programs.

Grades/Credits

Graduates will receive a certificate including a short description of the course approximately one month after the course has ended.

These certificates may indicate grades received using the letter or pass/fail systems. Some will simply indicate complete/incomplete status. The system used will depend upon the type of course or program chosen.

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Transfers

Requests for course transfer will be acceptable only if made before the third scheduled class and if space is available. Requests for transfer must be made in person or in writing and must be accompanied by the registration receipt. Transfers will be considered as a withdrawal from the first course and a registration in the second. Full fees will apply to the second course chosen. A fee of $5 is charged for this service.

Withdrawal and Refund

If you withdraw before the third scheduled class, you are entitled to a refund.

Apply in person or by mail to your Campus Admissions Office. A registration receipt must be presented before any refund will be made. Non-attendance at classes does not constitute an automatic notice of withdrawal.

Fees will be refunded except for a service charge of $5 and a charge of $5.00 per scheduled class to a maximum of $10.00, depending on how many classes have passed at the time of the refund request, regardless of whether or not the student attended classes. Where a material fee has been paid, refunds will depend upon the amount of materials already used by the student during classes.

Please allow four weeks for the processing and mail delivery of College refund cheques.

Course Cancellation/Changes

George Brown College reserves the right to cancel or suspend courses, combine classes, change instructors or limit enrolment. Courses will be cancelled if there is insufficient enrolment or if the instructor cannot be suitably replaced. Every effort will be made to notify students by phone.

A full refund will be made if a course is cancelled. Please allow four weeks for processing and mail delivery.

Transferees may have their original payment credited to the new course. Overpayments will be refunded by mail.

Should the start of a course be postponed, registrants will be notified by telephone of the revised start dates.

Statutory holidays are not considered when advertising course termination dates. This may result in your course running a night longer if a holiday occurs during your course. The same can occur if a class is cancelled.

Financial Assistance

Financial aid is available to some part-time students taking post-secondary credit courses. To find out if you are eligible, call or visit the Student Services Office at 500 MacPherson Avenue (opposite Casa Loma Campus), 967-1212.

Books and Supplies

You can buy books and supplies at Campus Bookstores. Your instructor will tell you which books you will need for the course during the first class.

For your convenience, the bookstores are open in the evening during the first two weeks of each semester. For more information call 967-1212 and ask for the Bookstore at your campus.

Foreign Students

Students who are not Canadian citizens or permanent residents need permission to register from Employment and Immigration Canada. For more information call 967-1212 and ask for the part-time Admissions Office at the campus where your course is offered.

Senior Citizens

If you are 65 or older, you may register in any of the courses in this directory for $5.00 plus any applicable material fee. Please be prepared to supply proof of age.

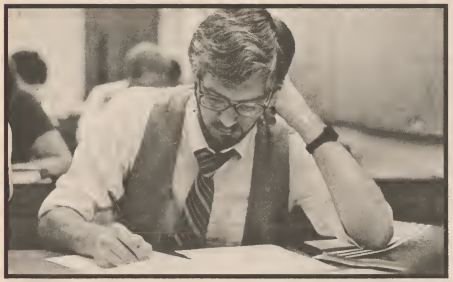
Parking

All George Brown campuses are in downtown Toronto and parking may be difficult. The TTC provides excellent service to each campus.

We suggest you leave your car at home and take the TTC instead. Call TTC information for routes to our campuses: 484-4544.

This directory is prepared several months ahead of the semester. Every effort is made to ensure that the information provided is accurate, however some changes may take place from the time of publication.

5 Business



Certificate Programs

George Brown's Business Division offers many certificate programs for part-time students. These programs are comprised of a number of compulsory subjects as well as one or more electives:

- Accounting
- Business Management
- Records Management
- Secretarial Practice
- Marketing
- Paperwork Simplification
- Business Management Studies (OMDP)
- Managing Productivity Improvement

More information about these programs follows.

Register for part-time Business programs or courses at St. James Campus only.

NOTE: Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing to proceed.

Certificate Program in Accounting

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration. Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.
Students are expected to complete the program within a maximum of 3 years.
Credits for program subjects taken at other community colleges or similar institutions may be granted.

6 Courses:
4 compulsory, 2 electives

Compulsory
ACC 100X — Accounting I
ACC 102X — Accounting II
ACC 202X — Cost Accounting I
EC 903 — Economics

Electives
BUS 900-A — Business Management I
BUS 900-B — Business Management II
ENG 933 — Bare Essentials
OMDP 902-A — Ontario Business Law I
OMDP 902-B — Ontario Business Law II
EDP 100X — Introduction to Data Processing

Electives
OMDP 902A — Ontario Business Law I
OMDP 902B — Ontario Business Law II
EDP 100X — Introduction to Data Processing
MARK 100X — Marketing
BOK 552X — Bookkeeping
RM 901 — Advanced Records Management

Certificate Program in Business Management

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.
Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.
Students are expected to complete the program within a maximum of 3 years.
Credits for program subjects taken at other community colleges or similar institutions may be granted.

6 Courses:
4 compulsory, 2 electives

Compulsory
BUS 900-A — Business Management I
BUS 900-B — Business Management II
MARK 100X — Marketing
ACC 100X — Accounting I

Electives
EDP 100X — Introduction to Data Processing
ACC 102X — Accounting II
ACC 202X — Cost Accounting I
ENG 933 — Bare Essentials
OMDP 902A — Ontario Business Law I
OMDP 902B — Ontario Business Law II
OMDP 907 — Effective Supervision — Human Relations
EC 903 — Economics

Certificate Program in Secretarial Practice

This program appeals to applicants who wish to embark on a career in the stenographic/secretarial field as well as those who wish to refresh old skills in order to return to office positions.
Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.
Students are expected to complete the program within a maximum of 3 years.
Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
5 compulsory, 1 elective

Compulsory
TYP 905 — Advanced Typing
SHP 900A&B — Pitman Shorthand — Theory
SHP 901 — Pitman Shorthand — Speed
ENG 933 — Bare Essentials
RM 900 — Introduction to Records Management

Certificate Program in Records Management

This program, offered in cooperation with the Association of Records Managers and Administrators, may be of interest to all people who are presently involved in the management of business communications, EDP records, files, forms and reports, records system and procedures, retention, protection and disposal of vital records.
Persons aspiring to management positions in these areas should find this program particularly helpful.
The six course certificate program consists of the following:

Compulsory
RM 900 — Introduction to Records Management
RM 901 — Advanced Records Management

Electives (Choose a minimum of two courses from the list below)
RM 902 — Forms Management
RM 903 — Manuals Management
MICRO 900 — Microfilm for Your Business
FORMS 900 — Forms Design
FORMS 901 — Procedural Analysis
BUS 800 — Introduction to Archival Practices

Choose a maximum of two courses from the general Business and Commerce offerings.

***For information** about certificate programs in the Business Division, please call (416) 967-1212, ext. 3289, 3290 or 3291.*

Certificate Program in Marketing

This program will interest those who are presently employed in the marketing side of business. If will afford them an opportunity to become more rounded in the field of marketing and it may help them to advance in their careers.
The program also appeals to those who are not yet employed in the field, but have a keen interest in the subject.
The program is anything but theoretical. Lecturers are chosen from business and bring vast marketing experience to the students. This, combined with textbook studies and case analysis, prepares the student for practical application of his/her knowledge.
The six-course certificate program consists of the following:

Compulsory
MARK 100X — Marketing
MARK 205X — Marketing Management I
MARK 904 — Introduction to Advertising
MARK 905 — Introduction to Retail Management

Electives
MARK 202X — Marketing Research and Information Systems.
MARK 903 — Industrial Marketing
LAW 900 — Marketing Law
MARK 906 — Consumer Behaviour
MARK 902 — Retail Advertising Copy Writing

Certificate Program in Paperwork Simplification

The Canadian Association for Business Forms Management is offering a certificate program in Paperwork Simplification at George Brown College.
This certificate program benefits organizations by providing their employees with the technical and administrative expertise required to:
- develop, implement and manage a comprehensive Forms Management program
- plan and conduct analysis projects for the purpose of simplifying paperflow
- design forms that are efficient to use, economical to produce, and enhance the organization's image.

Certificate Program in Paperwork Simplification:
3 courses:
Procedural Analysis
Forms Design
Forms Management

Certificate Program in Advanced Paperwork Simplification:
4 courses:
Advanced Procedural Analysis
Advanced Forms Design
Manuals Management
Introduction to Data Processing

Certificate in Accounting

Compulsory

Accounting I — ACC 100X

Prerequisite: BOK 552X or equivalent. Transcript of grades must be produced at time of registration. This course covers the basic concepts and methodology of accounting as applied to either a service or merchandising business. Income measurement and valuation problems are also studied. Major topics are include: the accounting equation; balance sheet preparation; income statement preparation; the end-of-period process; cash and receivables; inventory and plant and equipment.
Note: Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing in order to proceed further.
Text: Fundamental Accounting Principles (latest edition) plus workbook.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $50.00 and purchase of text.
See equivalency page 8.
January 28 to April 3
April 22 to June 26

Accounting II — ACC 102X

Prerequisite: ACC 100X or equivalent. Transcript of grades must be produced at time of registration. This course deals with problems related to sources and uses of invested capital, with analysis and interpretive problems pertaining to financial reporting, with cost accumulation, cost control and financial planning.
Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statement of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis.
Text: Fundamental Accounting Principles (latest edition) plus workbook.

Mon. & Wed. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00 and purchase of text.
See equivalency page 8.
January 27 to April 2
April 21 to June 30

Cost Accounting I — ACC 202X

Prerequisite: ACC 100X — Accounting 1, ACC 102X — Accounting II, or equivalent standing. Transcript of grades must be produced at time of registration.
The course is designed for students who are currently engaged in the bookkeeping field in industry and who wish to study cost accounting. It is a compulsory subject for students enrolled in the Accounting program.
Course Content: Basic concepts, fundamental principles, materials, labour, and overhead as applied to cost accounting; the above concepts and principles utilized in the solution of simple costing problems and cost accounting techniques employed for the solution of major financial cases.
Text: Cost Accounting, Planning & Control (latest edition).

Mon. and Wed. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00 and purchase of text.
January 27 to April 2
April 21 to June 30

Cost Accounting II — ACC 204X

Prerequisite: Cost Accounting 1.
This course introduces the student to the more complex cost accounting concepts and techniques, responsibility accounting and systems control of materials, labour and overhead, budget and budgetary controls, standard cost systems and variances.
Text: Cost Accounting, Planning & Control (latest edition).

Mon. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00
January 27 to April 3
April 21 to June 30

Financial Accounting I — ACC 200X

Prerequisite: ACC 100X and ACC 101.
This course emphasizes the underlying theoretical structure of accounting. Topics include a review of accounting principles and concepts and financial statement preparation; valuation of current assets and liabilities; valuation of operational assets.
Text: Intermediate Accounting (latest edition).

Wed. 6 to 9 p.m. and Sat. 9 a.m. to noon
St. James Campus
78 hours Fee: $78.00
January 15 to April 16
April 30 to July 30

Financial Accounting II — ACC 203X

Prerequisite: Financial Accounting 1.
This course is a continuation of ACC 200X. Topics include the formation and capital structure of limited companies; accounting for bonds and long term liabilities and investments; accounting for income tax, pension and lease costs; statement of changes in financial position, analysis of financial statements and accounting for inflation.
Text: Intermediate Accounting (latest edition).

Wed. 6 to 9 p.m. and Sat. 9 a.m. to noon
St. James Campus
78 hours Fee: $78.00
January 15 to April 16
April 30 to July 30

Economics — EC 903

Course Content: Basic economics and industrial organizations; forms of economic organization and their strengths and weaknesses. Monetary theory: money, credit and banking, Canadian banking system. Forms of business organization and business financing. Supply and demand, business cycles and compensatory countercyclical fiscal policy. Labour economics. Insurance, Civics, organizations of federal, provincial and municipal governments.
Text: Introduction to Economics.

Mon. and Wed. 6 to 9:00 p.m. St. James Campus
84 hours Fee: $84.00
See equivalency page 8.
January 20 to April 23
May 5 to August 13

Electives

Business Management I — BUS 900A

First of a two-part course for people in junior or middle management positions. Compulsory subject for the Business Management Certificate (Part-time).
Course Content: Background, orientation, definition of a manager, importance of the environment. Business in Canada, an overview, nature and importance of business history, corporate structures, participation in planning a company. Principles; decision making and policy formulation, organizing and staffing, planning and controlling communication and directing. Management; qualifications, senior management, first line management, middle management.
Text: Business in the Canadian Environment.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00 Materials: $5.00
January 21 to April 22
April 29 to August 5

Business Management II — BUS 900B

Second of a two-part course for people in junior or middle management positions. Compulsory subject for students enrolled in Business Management Certificate (Part-time).
Course Content: Functions; production, marketing, financial and personnel functions. Current and future concerns; business and government, international corporations, business in the future.
Case studies for each major topic.
Text: Business in the Canadian Environment.

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00 Materials: $5.00
January 22 to April 23
April 30 to July 30

Ontario Business Law I — OMDP 902A (79-051 — 79-060)

This course helps students to develop an understanding of the legal aspects faced by Ontario businesses. It enables the student to better communicate with lawyers and to apply their advice. Case studies are the prevelent method of instruction.
This course carries a full credit toward the OMDP Certificate in Business Management Studies, OR half credit toward "LAW 200" offered in the day program.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
See equivalency page 8.
January 22 to March 26
April 16 to June 18

Ontario Business Law II — OMDP 902B (79-061-79-070)

Prerequisite: Ontario Business Law 1 OMDP 902A.
This course is a continuation of Ontario Business Law 1. Some of the topics covered are: Transportation; safety; agency; environmental protection; franchising; insurance; bankruptcy; taxation; security.

This course carries full credit towards the OMDP Certificate in Business Management Studies, OR half credit towards "Law 200" offered in the day program.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 21 to March 25
April 15 to June 24

Introduction to Data Processing — EDP 100X

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience using BASIC.
Text: BASIC Fundamentals and Style.

Mon. and Wed. or Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
January 27 or 28 to April 30 or May 1
May 12 or 13 to July 30 or 17

CMA — Society of Management Accountants

The Society of Management Accountants, CMAs offer a full program of courses at George Brown College, St. James Campus, leading to the Professional Management Accounting Designation — CMA.
Professional accreditation as a Certified Management Accountant management accountant is earned by successfully completing (or receiving exemption from) the examinations based on the academic program. Applicants must also demonstrate an ability to apply that knowledge through a minimum of two years related work experience. This is usually accomplished by students while they are completing their CMA studies.
For more information, visit the St. James Campus 200 King St. E., 967-1212— or the Society: Ste. 910 — 20 Victoria St., Toronto, Ontario M5C 2N8
Telephone: 363-8191

Registrations taken at:
20 Victoria St., Suite 910.
Courses held at: George Brown College St. James Campus, 200 King St. E.

CMA Courses

Winter Semester
Deadline for registration is December 10, 1985
Classes start: week of January 6, 1986

Spring Semester
Deadline for registration is March 10, 1986
Classes start: week of April 7, 1986

Winter
Introductory Accounting
Commercial Law
Economics
Quantitative Methods
Intermediate Accounting I
Intermediate Accounting II
Management Accounting I
Management Accounting III
Financial Management I
Accounting Information Systems
Internal Auditing

Spring
Commercial Law
Organizational Behaviour
Economics
Management Accounting II
Intermediate Accounting II
Management Accounting III
Data Processing
Taxation
Internal Auditing

Certificate in Business Management

Marketing — MARK 100X

Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.
Text: Fundamentals of Marketing (latest edition)

Mon. and Wed. 6 to 8:30 p.m.
January 27 to April 2
St. James Campus or Sat. 9 a.m. to 3 p.m.
January 25 to April 5
50 hours Fee: $50.00 and purchase of text.
April 21 to June 30
April 26 to July 5

Business Management I — BUS 900A

For course description, see page 7.

Business Management II — BUS 900B

For course description, see page 7.

Accounting I — ACC 100X

For course description, see page 6.

Electives

Introduction to Data Processing — EDP 100X

For course description, see page 7.

Accounting II — ACC 101X

For course description, see page 6.

Cost Accounting I — ACC 202X

For course description, see page 6.

Ontario Business Law I — OMDP 902A

For course description, see page 7.

Economics — EC 903

For course description, see page 7.

Effective Supervision — Human Relations (75-01) — OMDP 907

Course Content: To develop an understanding of the basic needs of people in the work situation. This course focuses attention on the various aspects of the management of people (selection, training, motivation, morale, compensation, union relations, communications). It establishes a framework for the remaining sessions of the course. Topics covered include: understanding people, selection and induction, training and instructing employees, how to train your employees, pointers for supervisors involved in training, developing and maintaining morale, elements of salary administration, effective communications, appraising employee performance, job satisfaction, leadership, planning and organizing for results, resistance to change.

Thurs. 6 to 9 p.m. Sat. 9 a.m. to 3 p.m.
St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 23 or 25 to March 27 or 1
April 17 or 19 to June 19 or May 31

Also offered at Castle Frank High School:
Mon. or Wed. 6 to 9 p.m. January 6 or 8 to March 10 or 12 OR Tues. or Thurs. 4 to 7 p.m. January 7 or 9 to March 11 or 13

Register in person at Castle Frank High School, 711 Bloor St. E., Toronto M4W 1J4. Contact Castle Frank High School, 962-4871, prior to registering.

CGA/CMA Exemptions

The courses listed below have been granted exemptions by CGA and CMA. An average grade of B is required for exemptions. This exemption policy applies as long as course content is acceptable to the associations.

Our Course #	CGA #	CMA #
ACC 100X & 102X	ACC 101	Intro. Acctg
OMDP 902 A & B	Law 108	Commercial Law
EC 903	Economics 104	Economics
ACC 200X	ACC 211	Interm. Acctg. I
ACC 203X	ACC 222	Interm. Acctg. II

Certificate in Secretarial Practice

Compulsory

Typewriting III (Advanced) — TYP 905

Prerequisite: 35 w.p.m. or TYP 901.
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 50 w.p.m. on ten-minute tests.
Course Content: During this course, emphasis is placed on practical typing of tabulation-tables, and financial statement; centering of menus, programs, announcements; business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading. Skill development to bring the typist up to 50 w.p.m. or better on ten-minute tests.
Text: Keyboarding for Canadian Colleges Career Course (latest edition) plus drill book.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $10.00 and purchase of text.
January 28 to April 3
April 22 to June 26

Pitman Shorthand Theory I — SHP 900A

Prerequisite: Grade 12 English or equivalent, 45 w.p.m. in typing.
Course Content: Introduction to theory of Pitman Shorthand, through coverage of short-forms and phrases, laying a good foundation for speed development in subsequent courses.
Text: New Basic Course in Pitman Shorthand plus drill book.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
72 hours Fee: $72.00 and purchase of text.
January 21 to April 10

Pitman Shorthand Theory II — SHP 900B

Prerequisite: SHP 900A or acceptable background determined by test.
Course Content: Continuation of the theory, developing of techniques in taking dictation at speeds of up to 100 w.p.m. and transcribing it in mailable form.
Text: New Basic Course in Pitman Shorthand plus drill book.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
72 hours Fee: $72.00
January 21 to April 10

Pitman Shorthand — Speed Development — SHP 901

Prerequisite: SHP 900A & B or equivalent, and 45 w.p.m. in typewriting.
To further develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w.p.m., and in transcribing from notes at the typewriter.
Course Content: Development of skill in writing and reading shorthand notes, with emphasis on shortforms and phrases; practice in transcribing notes at the typewriter in acceptable, mailable form.
Text: New Basic Course in Pitman Shorthand plus drill book.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $60.00 and purchase of text.
January 21 to March 27

Introduction to Records Management RM I — RM 900

Course Content: This basic course is designed to introduce the student to the broad range of subjects covered by Records Management. Lectures, syndicate exercises and discussions will help to define problem areas, possible solutions and benefits that can be gained by better control of all records. Emphasis is on training the student for supervised work.
Text: Information & Records Management (latest edition).

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 29 to April 30

Electives

Ontario Business Law I — OMDP 902A

For course description, see page 7.

Advanced Records Management RM II — RM 901

Prerequisite: RM 900 — Introduction to Records Management.
Course Content: An in-depth study of the subjects covered in RM 900 helps to develop previously acquired knowledge. Syndicate exercises and discussion of relevant topics will provide the practical background necessary for management positions in the profession.
Text: Information & Records Management (latest edition).

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 29 to April 30

Introduction to Data Processing — EDP 100X

For course description, see page 7.

Bookkeeping I — BOK 552X

This course provides students with a sound knowledge of bookkeeping concepts and procedures which form the basis of any accounting system. It also allows students to enter the job market in the field of bookkeeping and it will prove to be a solid background for those students who want to continue with more advanced studies of accounting.
Major topics include: analyzing business transactions affecting assets, liability and owner's equity accounts, as well as, revenue and expense accounts; recording business transactions; the trial balance; posting, adjustments and closing entries; accounting for professional enterprises; financial statements, petty cash and payroll.
Text: Symms — Accounting I — Symms, plus workbook.

Tues. 6 to 9 p.m. St. James Campus, plus two 4-hour Saturday sessions within the dates below:
50 hours Fee: $50.00
January 7 to April 8
April 22 to July 29

Marketing — MARK 100X

For course description, see page 8.

Certificate in Records Management

Compulsory

Introduction to Records Management RM I — RM 900

For course description, see page 9.

Advanced Records Management RM II — RM 901

For course description, see page 9.

Electives

Forms Management RM III — RM 902

This course is designed to provide the student with the knowledge necessary to establish and administer a comprehensive Forms Management program.
The course is beneficial to those wishing to increase their understanding of Forms Management as an element of a total Records Management Program, or further their careers within the Forms Management field.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 30 to May 1

Manuals Management RM IV — RM 903

Course Content: Introduction; program elements, production procedure I; production procedure II; effective writing I, effective writing II; caption writing; playscript writing; directives control; supplies; correspondence standards; course review.
Text: Creating Effective Manuals.

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00 and purchase of text.
January 29 to April 30

Microfilm for Your Business — MICR 900

This basic course is designed to introduce students to the various facets of micrographics and to provide an understanding of fundamentals in the following areas: computer output microfilm (com); roll microfilm; unit microforms; engineering drawings; micropublishing; equipment available; cost benefit studies; film processing and quality

control. As well, they will have gained an understanding of the basics of producing, processing, duplicating and using the various microforms, roll, jacket, microfiche, and aperture cards. Instruction is also given in preparing a cost/benefit study, presenting a session on the various types of equipment available, and how to select the equipment that best suits a particular application.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 28 to April 29

Procedural Analysis FORM 900

The course introduces the student to the following topics: forms analysis, procedural analysis, typewriter analysis, high-speed printer evaluation, recurring data, flow-charting. There are a number of written assignments and class exercises throughout the course, as well as a final examination. (Mandatory course for certificate in Paper-work Simplification. Optional course for certificate in Records Management).

Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00 Materials: $10.00
January 27 to April 28

Forms Design FORM 901

This course introduces the student to the following topics: forms management overview, principle of forms design, design standards, developing effective titles, spacing arrangements, paperweights and copy marking. There are three tests, one assignment and a final examination. (Mandatory course for certificate in Paper-work Simplification, Optional course for certificate in Records Management).

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 29 to April 30

Advanced Procedural Analysis NEW FORM 903

Prerequisite: Procedural Analysis (or some knowledge of forms design).
This course is designed to reinforce, enhance and augment the skills learned in the basic course which are necessary to conduct a complete paperflow systems study in the work environment. It provides the students with the opportunity of working in small teams to apply these skills to an actual case study culminating in a live class presentation.
Topics include: selection of potential study projects, problem solving, paperwork solutions, report writing to sell ideas, presentations to sell ideas, pin-pointing — especially intangibles.

Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $90.00
January 20 to April 21

Advanced Forms Design NEW FORM 902

Prerequisite: Forms design or acceptable practical experience.
This course covers, as a refresher, all the topics presented in the basic design course. It prepares participants for the remainder of the course without dwelling on one subject. Topics will include: objectives of forms, effective analysis, basic unit set construction and specifications, continuous forms design, designing tabulating cards, M.I.C.R. encoded documents, N.C.R. paper and uses, designing a complex unit-set.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $90.00
January 23 to April 24

Introduction to Archival Practices BUS 800

The course focuses on the basics of archival practice including: acquisitions; appraisal and accessioning; arrangement and description, cataloguing and indexing systems; reference, security and access; and conservation. The course examines the nature of archives and the relationship of archival practice with library practice and records management.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $73.00 Materials: $20.00
January 30 to May 1

Introduction to Archival Practices, a certificate program, begins Fall '86. For more information please call: John Hardy, 967-1212, ext. 4278.

The Administration of Archives BUS 801

Prerequisite: BUS 800 or presently employed as an archivist.
This course introduces the student to the various aspects of archival administration including program and professional standards, and establishing, managing and marketing archival programs. In addition, students examine the special problems facing the archivist; legal issues, changing media, automated access, monetary value and disaster contingency planning.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $65.00 Materials: $25.00
January 30 to May 1

Machine Readable Archives and Records NEW RM 904

Prerequisite: Introduction to Archival Practices, Introduction to Records Management.
The course examines the problems and techniques associated with managing machine readable records from the archival and records management perspectives. It provides a basic understanding of the concepts associated with managing data in systems including electronic office support systems and explains how retention and disposal schedules can be developed based on an integrated archival and records management approach. Particular attention is paid to the appraisal, acquisition, processing, description, control and conservation of machine readable records as well as to the means by which these records can be made available to the researching public. Students are introduced to the steps involved in establishing a machine readable records program regardless of the size and complexity of the organization concerned.

Sat. 9:30 a.m. to 4:30 p.m. St. James Campus
35 hours Fee: $80.00
January 25 to March 8

Certificate in Marketing

Compulsory

Marketing MARK 100X

For course description, see page 8.

Marketing Management I MARK 205X

Prerequisite: MARK 100X — Marketing and MARK 200X — Marketing Research and Information Systems.
Course Content: This course interrelates elements of the marketing mix that were studied separately in previous courses by comparing various strategies and their underlying causes, relating these to product and price. Text, cases, computer simulation and project are covered.

Sat. 9 a.m. to noon St. James Campus
42 hours Fee: $42.00 and purchase of text.
January 25 to May 3

Introduction to Advertising MARK 904

Course Content: This course covers the understanding of the components of advertising which are headline, layout, illustration and copy. It demonstrates how to use each of these components effectively. Additional topics in the course are: the use of consumer research in identifying those people who are most likely to buy, creative strategy (what message to use), selection of appropriate media, pros and cons of using T.V. versus radio versus print.
Text: Advertising Theory & Practice (latest edition).

Sat. 9 a.m. to 4 p.m. St. James Campus
42 hours Fee: $42.00 and purchase of text.
February 1 to March 15

Introduction to Retail Management MARK 905

This course is designed to provide basic retail tools and knowledge to the student. Participants are encouraged to use their own business as a case study.
Although the course is designed primarily for "people in business", those who are inclined to become "self-employed" or aspire to a retail management position would be well advised to enroll. Experienced instructors who are professional retail managers are able to identify most common problems and deficiencies and can provide solutions and instructions in simple understandable terms.
Course Content: Planning and budgeting; inventory control; merchandising; cost control; security; personnel, advertising and promotion.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $74.00 and purchase of text.
January 16 to April 17

Electives

Industrial Marketing MARK 903

Prerequisite: MARK 100X — Marketing.
Course Content: The purpose of this course is to develop an understanding and a working knowledge of marketing in the industrial sphere. The student upon completion of the course is able to effectively apply the marketing concept to the marketing of industrial products.

Sat. 9 a.m. to 4 p.m. St. James Campus
42 hours Fee: $79.00 and purchase of text.
February 1 to March 15

Marketing Law LAW 900

Course Content: To acquaint students with the fundamentals of and selected statutory materials on Canadian marketing law.

Sat. 9 a.m. to 4 p.m. St. James Campus
42 hours Fee: $95.00 and purchase of text.
February 1 to March 15

Marketing Research and Information Systems MARK 202X

Prerequisite: MARK 100X or equivalent.
Course Content: This course is designed for the user of information rather than for the technical research specialist. The course emphasizes the definition of decision-oriented information needs and the interpretation of information results. Sampling and measurement techniques, text, cases, project are covered.
Text: Marketing Research (latest edition).

Sat. 9 a.m. to 4 p.m. St. James Campus
42 hours Fee: $42.00 and purchase of text.
Februrary 1 to March 15

Consumer Behaviour MARK 906

Marketing refers to the process of satisfying consumers' needs. This course examines consumers and their motivations relating to purchase decisions.
Course Content: The effects of social class on purchasing behaviour; consumers' acceptance of certain new products and rejection of others; the debate whether consumers are manipulated to buy products they do not really need; personality differences and their effects on purchasing behaviour; attitudes on purchasing behaviour, attitudes and beliefs — can they be changed by advertisements?
Text: Consumer Behaviour (latest edition).

Sat. 9 a.m. to 4 p.m. St. James Campus
42 hours Fee: $74.00 and purchase of text.
February 1 to March 15

Retail Advertising Copy Writing MARK 902

Prerequisite: Retail advertising copywriting or practical experience. Employer proof must be submitted.
The advanced level of instruction combined with workshops will enhance the students' chances of obtaining full-time employment.
Course Content: Writing copy of regular price, sale, image and institutional advertisement; radio and television writing; direct mail, billboards and posters. Term project entails creating a complete advertising compaign using all media covered in this course.

Sat. 9 a.m. to 3 p.m. St. James Campus
30 hours Fee: $105.00
February 1 to March 8

Insurance Courses leading to A.I.I.C. Designation

These courses are offered in cooperation with the Insurance Institute of Canada.
An examination fee of $30 per A.I.I.C. subject is collected on behalf of the Institute upon registration. The examination fee for General Insurance Essentials is currently $24.

REGISTRATION

Courses: September, January, April

Deadline: January 6, 1986 (Winter)
April 7, 1986 (Spring)

Principles and Practice of Insurance INS 911

This course introduces the insurance business; the organization and operation of insurance; law; basic documents — applications; binders and policies; from application to expiry; reinsurance; federal and provincial controls; production of business; adjusters; underwriters' associations or boards; history; how to read a policy.
Note: This course is a prerequisite for any other A.I.I.C. subject.

Mon. 5:30 to 8:30 p.m. OR Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
January 13 to March 31
February 15 to March 22
April 14 to June 30
May 24 to June 28

Insurance on Property I INS 912

Prerequisite: INS 911
Basic fire insurance policy, extended coverage endorsement; Insurance Act provisions — fire insurance; Fire Statutory Conditions; concepts relating to property insurance, coinsurance, mortgage clauses; dwelling fire insurance coverages; dwelling extended coverage endorsement; introduction to inland marine and multi-peril, general features of inland marine and multi-peril forms and underwriting of these forms; householders' named perils, personal effects floater, fine arts policy, miscellaneous coverages; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
January 15 to April 2
April 16 to July 2

Insurance Against Liability INS 913

Prerequisite: INS 911
Course Content: The law of Negligence — Common Law — basic principles, the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, defences. The Law of Negligence — Province of Quebec.

Thurs. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
January 16 to April 3
April 17 to July 3

Automobile Insurance INS 914

Prerequisite: INS 911
Course Content: Introduction and development, and applications in general, applications for Owner's form (S.P.F.). Owner's form — Section A — Third Party Liability; Owners form — Section B — Accident Benefits coverage; Owner's form — Section C — Own damage; General provisions, definitions and exclusions; Automobile insurance law and Statutory Conditions; endorsements which may be used with Owner's form; Non-owned Liability insurance; garage coverages; automobile insurance variations in the provinces; financial responsibility laws: highway victims indemnity funds; absolute liability, filing proof of financial responsibility; facility; compensation without fault; rating, claims.

Tues. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
January 14 to April 1
February 15 to March 22
April 15 to July 3
May 24 to June 28

Insurance Accounts and Finance INS 916

This course is the mandatory last course in the A.I.I.C. program.
Course Content: Government control of insurance companies; general principles of bookkeeping and insurance accounts, systems and methods inter-relationship of accounting and statistical departments: books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and balance sheet, premium reserves and loss reserves; collection and credit; agents accounts; reinsurance accounts; statistics; taxation of general insurance companies; investments.

Wed. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
January 15 to April 2
April 16 to July 2

Claims I INS 917

Prerequisites: INS 911, INS 912, INS 914.
An introduction to insurance claims; the independent adjuster; the insurer's claims department; the contract; the policy; investigation and settlement; the adjuster's role; first party claims: automobile; first party claims: property; first party claims: commercial property: Third party claims; documentation: property claims; aids to implementing adjustment.

Mon. 5:30 p.m. to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
Fee: $78.00 Materials: $10.00
and purchase of text.
January 13 to March 31
February 15 to March 22
April 14 to June 30
May 24 to June 28

Bodily Injury Claims INS 932

Prerequisite: INS 911 and INS 915
Course Content: Investigation and background, anatomy, bodily injury, bodily injury treatment, interpretation of medical reports, disability, rehabilitation, the evaluation, negotiation and settlement of bodily injury claims.

Thurs. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
January 16 to April 3
April 17 to July 3

Insurance on Property II INS 933

Prerequisite: INS 911 and INS 912
Course Content: Business fire coverages; extended coverage endorsements E.C.K.L.J. rating; fundamental principles and purposes of underwriting; practice of underwriting; the mechanics of underwriting; insurance plans; plan drawing; mercantile coverages and commercial coverages designed for specific purposes; bailees; coverages; real property insurance; basic fire policy; survey practice.

Mon. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
January 13 to March 31
April 14 to June 30

Insurance on the Person INS 934

Prerequisite: INS 911
Course Content: History, types of policies, premiums, multi-party policies, computation of premiums — mortality, interest, expenses; office reserves — policy values, annual statements; savings and protection — uses of policies, effect of taxation; the Insurance Act; underwriting life insurance; business life insurance, pension plans, group insurance, equity investments, agency systems.
Accident and Sickness — history, the Insurance Act, Statutory Conditions; coverages, underwriting, group insurance.

Wed. 5:30 p.m. to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
January 15 to April 2
February 15 to March 22
April 16 to July 2
May 24 to June 28

Insurance against Crime INS 935

Prerequisite: INS 911
Course Content: Definitions, policy conditions; Robbery insurance — interior messenger and paymaster robbery (hold up) policy; Burglary insurance — safe burglary policy, mercantile stock burglary, damage to buildings by,burglary or robbery. Theft insurance — church theft, residence theft; Broad form coverage — money and securities policy (broad form); Safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket insurance), lessor's cover (liability insurance); fidelity, forgery; Package policies — comprehensive dishonesty, disappearance and destruction policy, office — store burglary and robbery, broad form storekeepers, brokers blanket bonds; physical protection; underwriting; rating; claims.

Tues. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
January 14 to April 1
April 15 to July 1

Building Construction/ Fire Protection and Basic Hazards INS 936

Prerequisite: INS 911
Course Content: A comprehensive study of fire hazards in general and building construction, in particular.
Within these terms of reference this course covers the various types of building materials, and treats in descriptive and graphic forms, many types of structure — with special emphasis on fire resistance.
The course draws attention to the study of fire hazards such as those attending heating, lighting, and housekeeping, and to the relationship of these hazards to ignition, combustion — as well as to volatility and flammability.

Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
January 15 to April 2
April 16 to July 2

Industrial and Process Hazards INS 937

Prerequisite: INS 911 — Principles and Practice of Insurance, and INS 936 — Building Construction, Fire and Basic Hazards.
Course Content: Principles and practice of fire equipment; hand operated fire extinguishing equipment; automatic sprinkler protection and other special fire extinguishing equipment; private fire alarm services and equipment; public fire protection.

Thurs. 5:30 p.m. to 8:30 p.m. or Sat. 9 a.m. to 4 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
January 16 to April 3
February 15 to March 22
April 17 to July 3
May 24 to June 28

Casualty Loss Prevention INS 938

Prerequisites: INS 911, INS 913, INS 935.
Course Content: Owners', landlords' and tenants' liability: Introduction, inspections, exit requirements, swimming pools, schools, day nurseries and school camps elevator liability. Manufacturers' and contractors' liability.
Crime: Introduction, fidelity bonds, crime inspections, physical protection. Burglar alarm systems: Introduction, burglar alarm equipment and wiring methods, choice of alarm system. Safe and vaults: robbery.

Tues. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
January 14 to April 1
April 15 to July 1

Business Interruption INS 940

Prerequisite: INS 911, INS 912.
Course Content: Purpose, terminology, insured perils, policy periods — indemnity period, American vs. British approach, insurable interest. Earnings insurance no co-insurance, gross earnings, insurance, profits insurance, other forms, some practical points, loss adjustment.

Mon. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
January 13 to March 31
April 14 to June 30

Casualty Covers INS 943

Prerequisite: INS 911
Course Content: Glass Insurance — policy coverage, underwriting, claims; Surety bonds — underwriting terms, principles of suretyship, miscellaneous bonds, contract bonds, fiduciary bonds, administration bonds, underwriting, cancellation, surety claims procedure; Boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; Aviation insurance — aviation aircraft liability insurance, underwriting and rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability; employer's liability and worker's compensation, aviation accident insurance air cargo liability insurance; miscellaneous coverages — water damage insurance, weather insurance, crop hail insurance, livestock mortality insurance, commercial credit insurance.

Thurs. 5:30 p.m. to 8:30 p.m. or Sat. 9 a.m. to 4 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
January 16 to April 3
February 15 to March 22
April 17 to July 3
May 24 to June 28

Claims II INS 946

Prerequisites: INS 911, INS 933
Principles governing settlement; preserving the evidence; general liability claims professional and products liability claims; fidelity bond claims; surety bond claims; claims evaluation, settlement negotiation, and claim termination; civil procedure.

Thurs. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
January 16 to April 3
February 15 to March 22
April 17 to July 3
May 24 to June 28

Personal Lines Production INS 971

Prerequisite: INS 911
The insurance business — an overview; definitions and explanations; organization of the insurance business. Sales — an introduction; selling individual selling skills. Legal background; jurisdiction — federal and provincial; tort; agency; contract law. Home insurance; automobile insurance; life insurance.

Thurs. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
January 16 to April 3
April 17 to July 3

Commercial Lines Production I INS 972

Prerequisite: INS 911, INS 971.
A comprehensive program of Risk Management Analysis, stressing the four categories of insurance; Property, casualty, business interruption, and life insurance. This course deals with the ever changing insurance environment helping to identify the insured and insurer's needs. The program uses case management techniques as well as reviews the various policy wordings. This course is highly recommended for insurance brokers and underwriters.

Mon. 5:30 p.m. to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $78.00 Materials: $10.00 and
purchase of text.
January 13 to March 31
February 15 to March 22
April 14 to June 30
May 24 to June 28

General Insurance Essentials — Part I INS 981

This course is offered in two sections. The first one deals with structures of the industry, office procedures and automobile insurance. It is designed for persons working in clerical or similar positions and is offered in cooperation with the Insurance Institute of Canada.

Thurs. 5:30 p.m. to 8:30 p.m. St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
January 16 to April 3
April 17 to July 3

General Insurance Essentials — Part II INS 982

Prerequisite: INS 981
Continuation of INS 981 covering personal lines, claims, principles, law and government controls. Upon completion of this second section, credit will be granted for INS 911 and one other optional subject in the A.I.I.C. offerings.

Tues. 5:30 p.m. to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $78.00 Materials: $10.00
and purchase of text.
January 14 to April 1
February 15 to March 22
April 15 to July 1
May 24 to June 28

Basic Broker Registration (General Lines Insurance) INS 944

Intended for those preparing for broker registration in RIBO (acting under supervision). Also useful for non-producer broker staff, insurance buyers, adjusters, insurance company personnel. Instructors are drawn from among leading brokers.
This evening course is equivalent to the 10-day broker registration course offered by IBAO at the School of Insurance in Toronto.
Course Content: Emphasis on the skills required of new brokers by RIBO: Principles and practices, RIBO Act information and regulations, commercial property, personal lines, liability, automobile, crime, bonds, brokerage office operations and routines.

Tues. and Thurs. 6 to 9 p.m. St. James Campus
72 hours Fee: $138.00 Materials: $160.00,
(Mandatory with registration)
RIBO Examination Fee: $35.00
January 14 to April 3
April 15 to July 8

Seminars

February is seminar month... **for more information** *call Mrs. Minnella... 967-1212 ext. 3209.*

Importing Seminar BUS 919

A one-time opportunity to get all the answers regarding importing. Some topics covered are: starting an importing business; marketing for imports in Canada; sourcing an import; rules and regulations; purchasing and financing; pricing and mark-ups; distribution levels — guest speakers.

Sat. 9 a.m. to 5 p.m. St. James Campus
7 hours Fee: $65.00 Materials: $10.00
February 1

NOTE: Registration closes January 20/86.

Franchising Seminar BUS 804

This seminar provides a clear understanding of the nature of a franchise system and a thorough appreciation of the relationship between the franchisor and the franchisee. It will be of particular interest to participants who may be contemplating the purchase of a franchise operation; it will also appeal to the entrepreneur who is considering expansion of an existing business through franchising.
Topics: definitions & criteria; advantages & disadvantages to franchisor & franchisee; areas & methods of investigation; profitability and financing; the franchise agreement & other legal dimensions.

Sat. 9 a.m. to 4 p.m. St. James Campus
6 hours Fee: $65.00
February 8 or May 10

Understanding Financial Statements Seminar BUS 803

This seminar is designed for business people with no previous knowledge of accounting who would like to know the basics of reading and interpreting financial statements.
Topics: the balance sheet; the income statement; changes in the financial position; notes of the financial statement; report of the accountant or auditor.

Sat. 9 a.m. to noon OR 1 to 4 p.m.
St. James Campus
3 hours Fee: $35.00
February 15 or May 3

How to Start your own Business

Every year, thousands of small businesses go under simply because their owners don't have the necessary management skills.
The Federal Business Development Bank wants your business to succeed. So it offers a unique 6-hour seminar called "How to Start Your Own Business". It gives you step-by-step guidance, based on their experience of nearly 40 years working with small businesses. But this is not just a lecture. it's a real working seminar — with plenty of participation, group discussion and work sessions where you practise what you've learned. You'll find out how to set business goals, how to raise financing, how to identify your markets, how to improve your management skills, and a great deal more.
The next seminar will be held on:
SATURDAY
JANUARY 25, FEBRUARY 22 or MARCH 22
9 a.m. to 4:30 p.m.
GEORGE BROWN COLLEGE
TO REGISTER: TELEPHONE — 593-1144, ext. 222

Automated Systems in Manufacturing

In today's business environment, manufacturers are facing the significant challenges of improving productivity. Cost pressures, asset management, shipment schedules, and production line efficiency are all factors familiar to anyone involved in manufacturing management. These challenges demand effective management in every aspect of a manufacturing operation.
How can you meet the challenges of improving productivity?
A seminar is available for Directors of Manufacturing.
A course is available for Control Managers and Master Schedulers. **For more information,** *please call 967-1212, Ext. 3289, 3290, 3291.*

Computer Studies

Introduction to Data Processing EDP 100X

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience using BASIC.
Text: BASIC Fundamentals and Style

Mon. and Wed. or Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
January 27 or 28 to April 2 or 3
April 21 or 22 to June 25 or 26

Computer Literacy (An introduction to Microcomputers) PRGM 993

This course provides a straightforward introduction to the computer age. It covers the basic fundamentals of how computers work, what they can do, their limitations, and what is available today. Computer terminology is explained in straightforward terms, with helpful visual and audio-visual materials. Includes hands-on experience.

Wed. 6 to 9 p.m. St. James Campus
15 hours Fee: $65.00 Materials: $5.00
January 29 to February 26
March 12 to April 9
April 23 to May 21
June 4 to July 2

COBOL I EDP 101X

Prerequisite: EDP 100X or equivalent.
Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.
Text: COBOL: A Structured Approach

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
January 28 to April 3
April 22 to June 26

COBOL II EDP 200X

Prerequisite: A "C" standing in COBOL I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.
Text: COBOL: A Structured Approach

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
January 28 to April 3
April 22 to June 26

Introduction to dBASE II PRGM 994

This course requires hands-on experience and will be of interest to the self-taught user. You will learn the capabilities, limitations and constraints of the system as well as the key commands, and how to construct and use dBASE II applications.

Mon. 6 to 9 p.m. St. James Campus
15 hours Fee: $95.00 Materials: $10.00
January 20 to February 17
March 3 to March 31
May 5 to June 9

Advanced dBASE II PRGM 995

Prerequisite: PRGM 994.
This course reaches beyond the basics and is designed for the would-be expert. It requires a working knowledge of dBASE II fundamentals.

Mon. 6 to 9 p.m. St. James Campus
15 hours Fee: $75.00 Materials: $5.00
April 7 to May 5

Microcomputers in Business EDP 800

Prerequisite: This course is not for the novice.
Students must have familiarity with micros, general business procedures, and bookkeeping.
Course Content: Microcomputers are employed in a myriad of activities ranging from typical applications such as printing mailing labels, creating personalized letters on a word processing system, and handling accounting procedures and inventory control tasks, to sophisticated applications for production scheduling, sales analysis, forecasting and business simulations. In order to compete in today's complex business environment, management of small firms is relying increasingly on computer systems that provide accurate, timely and comprehensive information.
Text: Software Solutions for the IBM PC

Sat. 9 a.m. to 1 p.m. St. James Campus
44 hours Fee: $94.00 Materials: $8.00 and purchase of text.
January 25 to April 5
April 26 to July 12

Also offered at Castle Frank High School:
Mon. and Wed. 4 to 7 p.m. January 13 to February 24 OR
Tues. and Thurs. 6:30 to 9:30 p.m. January 14 to February 25.

Register in person at Castle Frank High School, 711 Bloor St. E., Toronto M4W 1J4. Call Castle Frank High School, 962-4871, before registering.

Interested in Lotus? *Call 967-1212, ext. 3289.*

For information on computer courses in the Business Division, call (416) 967-1212, Ext. 3289/90/91.

For more courses in computer studies, see the Computer Studies section, page 40.

Typing

Basic Keyboarding I KB 100X

This course is designed for those with no or almost no previous knowledge of typing. After the Keyboard is thoroughly covered the remaining time will be spent on drills to promote speed and accuracy. A speed of 20 to 25 words per minute is the desired goal.

Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $5.00 and purchase of text.
January 27 or 28 to April 2 or 3
April 22 to June 26

Typewriting I (Beginning) TYP 901

Prerequisite: Basic knowledge of English.
The purpose is to: (a) achieve a mastery of the keyboard using the touch system, plus an introduction to basic typewriting setups; (b) achieve 25 w.p.m. or better on five-minute tests.
Course Content: All the keys are taught with special emphasis on the touch system (posture, good stroking, rhythm and correct fingering are an integral part). The names, care, and proper manipulation of the parts of the machine are introduced as required. Also the rules of syllabication and capitalization, tabulation and letters are covered.
Text: Keyboarding for Canadian Colleges Career Course (latest edition) plus drillbook.

Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $5.00
and purchase of text.
January 27 or 28 to April 2 or 3
April 21 or 22 to June 26 or 30

Typewriting II (Intermediate) TYP 903

Prerequisite: 25 w.p.m. typing or TYP 901.
Course Content: Basic production skills, for example centering and tabulation. Emphasis will be placed on speed development and remedial work. Speed objective is 35 w.p.m. or better.
Text: Keyboarding for Canadian Colleges Career Course (latest edition) plus drillbook.

Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $5.00
and purchase of text.
January 27 to April 2
April 21 to June 30

Typewriting III (Advanced) TYP 905

Prerequisite: 35 w.p.m. or TYP 903.
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 50 w.p.m. on tests.
Course Content: During this course, emphasis will be placed on practical typing of tabulation tables, and financial statement; centering of menus, programs, announcements; business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; duplicating — the typing of dittos, stencils, and offset masters; skill development to bring the typist up to 50 w.p.m. or better.
Text: Keyboarding for Canadian Colleges Career Course (latest edition) plus drillbook.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $10.00
and purchase of text.
January 28 to April 3
April 22 to June 26

Word Processing

Word Processing Concepts WORD 113X

This course introduces the student to purpose and place of word processing and examines equipment and types of word processing systems.
This course does not include hands-on applications.
Text: Office Automation Concepts and Applications.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $5.00
and purchase of text.
January 30 to April 3
April 24 to June 26

Word Processing I WORD 201X

Prerequisite: Grade 12 English and 45 wpm in typing (test required).
Course Content: This course is designed for the student who has already substantial office experience and who wishes to acquire the skills to operate word processing equipment effectively. Intensive hands-on-training will be provided on the Wang system.

Wed. or Thurs. 6 to 9 p.m. or Sat. 9 a.m. to noon or 1 to 4 p.m. St. James Campus
30 hours Fee: $138.00 Materials: $10.00
January 22, 23 or 25 to March 26, 27 or 29
April 23, 24 or 26 to June 25, 26 or July 5

Also offered at Castle Frank High School: (using the Olympia system)
Mon. and Wed. 4 to 6:30 p.m. January 13 to February 19 OR
Tues. and Thurs. 6:30 to 9:30 p.m. January 7 to February 6 or February 18 to March 20.
Register in person at Castle Frank High School, 711 Bloor St. E., Toronto M4W 1J4. Contact Castle Frank High School, 962-4871, before registering.

Intermediate Word Processing WORD 800

Prerequisite: Word Processing I or proof from employer of practical experience (to be submitted at time of registration).
Continued Training on the Wang System.
Introduction to glossary. Students will be able to create, manipulate and print documents using the following functions: Merge, Dual Column and Repagination.

Mon. or Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $138.00 Materials: $10.00
January 27 or 28 to March 31 or April 1

Shorthand

Pitman Shorthand Theory I SHP 900A

For more course description, see page 9.

Pitman Shorthand Theory II SHP 900B

For course description, see page 9.

Pitman Shorthand Speed Development SHP 901

For course description, see page 9.

The Professional Process II BUS 805

In this four-module seminar you will become more closely involved with proven, practical approaches for improved inter-personal contact. Topics include: Understanding and adjustment to human behaviour, applied human relations, values and ethics, improving your interpersonal skills and verbal communication. "This course is sponsored by International Association of Personnel and Security.

Tues. 6:30 to 9:30 p.m. St. James Campus
12 hours Fee: $65.00
March 4 to March 25

Legal Office Procedures

Legal Office Procedures — Part I OP 206X

Prerequisites: Grade 12 English and a typing speed of 45 w.p.m. Proof required when registering. To arrange for a typing test, please call 967-1212, ext. 3331 or 3332.
In addition to the development of typing skills, this course focuses on the varied duties involved in running a legal office. Emphasis is placed on the thorough understanding and accurate preparation of the correspondence and up to date documents involved in the various facets of law covered.

Tues. and Thurs. 6 to 9 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $5.00 and
purchase of text.
January 28 to April 3
April 22 to June 26

Legal Office Procedures — Part II OP 216X

Prerequisite: Grade 12 English and 45 w.p.m. typing speed, OP 206X — Legal Office Procedures — Part I or acceptable work experience in a legal office. Proof required when registering.
Course Content: Introduction to real estate transactions, deeds and transfers, mortgages and charges, statements of adjustments, insurance and reporting letters, etc.

Sat. 9 a.m. to 4 p.m. St. James Campus
72 hours Fee: $72.00 Materials: $5.00 and
purchase of text.
January 18 to April 5
April 26 to July 19

Medical Office Practice BUS 176X

Prerequisites: Grade 12 English and 45 w.p.m. typing. Proof required upon registration. To arrange for a typing test, please call 967-1212, ext. 3331 or 3332.
Course Content: Introduction to daily routine work in a doctor's office, including correspondence and appointments. Development of office practice skills with emphasis on patient files, medical forms, OHIP, WCB forms and assignments related to the medical office environment simulation to the highest degree possible.
Text: Office Practice for Canadian Medical Secretaries.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $5.00
and purchase of text.
January 28 to April 3
April 22 to June 26

Certificate in Managing Productivity Improvement

By world standards Canada's record of productivity improvement is low. In a tough international marketplace, many of our products and services cannot compete.
Leaders of the business community — both labour and management — have come to recognize that the continued vitality of our economy depends largely on our ability to increase our productivity. As one part of its effort to close the productivity gap, the Government of Ontario, in co-operation with business leaders, has developed a series of ten new practical courses in productivity improvement.
The courses are funded by the Province, therefore the total fee for each course is $60.00 which includes a comprehensive student manual.
Successful completion of six courses in the series will lead to a *Certificate in Managing Productivity Improvement.*

Organizational Productivity Improvement (84-01) OMDP 949

The information on productivity presented in this course is applicable to all industries and situations. As a background for the other nine courses, *Organizational Productivity Improvement* outlines objectives for increasing productivity, as well as ways to determine which financial, human-resource, and technological techniques and strategies are applicable to it. (Many of these techniques and strategies are reviewed.) In addition to providing you with background information, the course will help you identify programs and decide how, when, and where to start.

Mon. 6 to 9 p.m. St. James Campus 30 hours
Fee: $30.00 Materials: $30.00
January 20 to March 24
April 14 to June 23

Productivity Improvement — Human Resources (84-04) OMDP 950

Most technological answers to productivity improvement are doomed to failure if they are not combined with sound "people programs."
Productivity Improvement — Human Resources will help you plan and create a corporate climate in which employees can be more productive. Beginning with a historical assessment of productivity in human resource management, the course reviews current theories of human behaviour and work situations and establishes the critical role of the chief executive or owner in planning and implementation. Other sessions focus on effective communication, reward systems, and the training required to improve morale, attitudes, and, ultimately, output.

Mon. 6 to 9 p.m. St. James Campus 30 hours
Fee: $30.00 Materials: $30.00
January 20 to March 24
April 14 to June 23

Management of Technology — Information Systems (84-06) OMDP 951

This course provides both extensive background and a wealth of *how to* tips on the present and future uses of computer hardware and software, including their role in increasing productivity in the office. *Management of Technology — Information Systems* evaluates the types of hardware and software available and presents them in a variety of office-automation and telecommunications applications. It then reviews standards, system integrity, security and programs to build support and understanding for the use of computers in the office. The course provides the inside track on how to determine requirements, plan support facilities, acquire and implement a computer system (including help with selecting the right equipment and with deciding whether to buy, rent or lease), prepare a contract, and develop a training program.

Mon. 6 to 9 p.m. St. James Campus 30 hours
Fee: $30.00 Materials: $30.00
January 20 to March 24
April 14 to June 23

Productivity Improvement — International Marketing (84-10) OMDP 952

In the years to come, more and more Ontario companies will need to export to survive.
Productivity Improvement — International Marketing assesses the benefits and problems of exporting and explains what to do and where to get information and assistance related to market research, distribution, promotion, sales, pricing, financing, credit, and collections. The critical role of language, culture, exchange coverage and documentation in securing and building export sales is also comprehensively examined.

Mon. 6 to 9 p.m. St. James Campus 30 hours
Fee: $30.00 Materials: $30.00
February 4 to April 8

For more information about the following courses, please call 967-1212, ext. 3289, 3290 or 3291.

Management Productivity Improvement — Production Industries
Management Productivity Improvement — Service Industries

These two parallel courses have the same objectives and basic structure, but each is designed (through the case-history examples selected) to cater to the specific managerial needs of companies that either make products or provide services. Also provided is a basic assessment of the computer and other technological tools that are available to assist managers to build productivity.

Management of Technology — Accounting/Finance

Designed to bring "big business" techniques and technology within reach of the managers of small- and medium-size companies. *Management of Technology — Accounting/Finance* will provide you with an understanding of financial statements, as well as ways to use them to reveal the strengths and weaknesses of your business, whatever its nature. Using the computer, you will learn how to put the power of technology to work on accounting and financial problems.

Management of Technology — Production

Management of Technology — Production will provide you with an awareness of new technology and help you plan to put it to work to produce more — and better — products. Following a brief review of relevant computer developments, the course examines a wide variety of specific applications, including flexible manufacturing systems, computer-assisted design and manufacturing, computerized process control, manufacturing planning systems, and more.

Productivity Improvement — Domestic Marketing

Productivity Improvement — Domestic Marketing reviews the changing environment for marketing, assessing the role of a number of key productivity-building techniques. Marketing analysis, research and planning, product identification, promotion, sales, distribution, pricing, and control are examined in depth.

designed for
OWNERS
MANAGERS
SUPERVISORS
ENTREPRENEURS

Ontario Management Development Program (OMDP) courses:
- help you meet your career goals by providing you with management training you need to run your business successfully.
- assist you in starting your own small business.
- offer provincial OMDP Certificates, issued by the Ministry of Colleges and Universities, to recognize your achievement on completion of basic programs.

Co-ordinated by the Ministry of Colleges and Universities in co-operation with Ontario's community colleges, OMDP courses are designed by business and industry professionals, including the Federal Business Development Bank.
Course leaders are practical, well-qualified business persons, educators or consultants who are familiar with the day-to-day problems faced as managers, supervisors and owners.
Register in one or more courses in the same term and select the courses in the sequence outlined below.
For more information, please call 967-1212, ext. 3289.

Certificate Category:
Business Management Studies
Satisfactory completion of six courses, four of which are mandatory from two of the groups "A" to "E". The remaining two courses may be drawn from groups "A" to "F", or from non-OMDP, College-approved related courses:
No refund for materials after first class.

Group A:	Business Management/General
72-07	OMDP922 Management for Results
82-09	OMDP930 Management by Objectives and Results
80-08	OMDP931 Successful Small Business Management

Group B:	Financial Control
79-09	OMDP926 Internal Control for Small Business
79-051 to 79-060	OMDP902A Ontario Business Law I
79-061	OMDP902B to 79-070 Ontario Business Law II
82-01	OMDP925 Fundamentals of Financial Management
FT-1	
68-01	OMDP916 Credit & Collections
76-02	OMDP909 Management Approach to Credit & Collections

Group C:	Marketing
80-03	OMDP923 The ABCs of Selling
81-03	OMDP948 How to Operate a Successful Retail Store
72-08	OMDP933 Managing the Marketing Function
76-12	OMDP934 Planning Profitable Advertising
79-11	OMDP935 Marketing Your Product
77-11	OMDP936 Marketing for Small Business
80-04	OMDP937 Understanding your Customer

Group D:	Production
72-06	OMDP938 Job Enrichment for Administration
75-04	OMDP940 Effective Supervision – Production
75-03	OMDP908 Effective Supervision – Administration

Group E:	Personnel Management and Labour Relations
75-01	OMDP907 Effective Supervision – Human Relations
82-03	OMDP912 Management Skills in Personnel Selection
81-04	OMDP906 People Management: Tools & Techniques
76-01	OMDP941 Effective Labour Relations
75-02	OMDP942 Effective Supervision – Communications

Group F:	Electives
77-10	OMDP914 How to Start a Small Business
82-06	OMDP944 The Basics of Small Computer Systems
82-001 to 82-072	OMDP900 Management Functions for Supervisors
84-14	OMDP953 Bookkeeping

Certificate in Business Management Studies

Management Functions For Supervisors (82/001-072) OMDP 900

The following modules will be offered in sequence as outlined below. A student taking all modules will be credited with one full course toward the Ministry of Education Certificate.
Course Content: The role of the supervisor; Management process: an introduction; Time Management; Introduction to budgeting; Decision making techniques; Allocating human resources; Meeting management; Interviewing: An Introduction; Performance appraisals; Women as supervisors and supervising women.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 23 to March 27
April 17 to June 19

Ontario Business Law I (79-051/79-060) OMDP 902A

For course description, see page 7.

Ontario Business Law II

For course description, see page 7.

People Management: Tools and Techniques (81-04) OMDP 906

Course Content: The purpose of this course is to provide the participants with usable mental tools which will allow them to structure their approach to people within their own organization in a more effective way. Topics covered include: overview, organization planning, motivation, selection of personnel, induction and training, performance and appraisal, compensation, industrial relations, communication and constructing an effective environment.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 23 to March 27
April 17 to June 19

Effective Supervision — Human Relations (75-01) OMDP 907

For course description, see page 8.

Effective Supervision in Administration (75-03) OMDP 908

Course Content: To understand the techniques of flow charting and layout analysis as aids towards improving administration. To appreciate the need for selecting meaningful standards when developing objectives and plans against which performance can be measured and evaluated. To emphasize the role of the administrative supervisor in taking corrective action, making decisions and carrying them out. To encourage the administrative supervisor in self-development in the art and techniques of supervision.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 22 to March 26
April 16 to June 18

Management Approach to Credit and Collections (76-02) OMDP 909

Course Content: To develop a managerial concern for the planning, organizing, coordinating and controlling of the credit and collection function. To develop an understanding of the credit and collection operation that is consistent with prudent financial management and the maximization of operating profits.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 23 to March 27
April 17 to June 19

Management Skills in Personnel Selection (82-03) OMDP 912

Course Content: To establish criteria or benchmarks against which employers decide to hire. Based on the above, to determine what areas in the selection process are of particular importance. To emphasize the importance of proper selection of employees. To provide an understanding of personnel recruitment and selection techniques. To highlight the importance of planning manpower needs, both with respect to numbers of people and specific job requirements and duties. Topics covered include: Film — "The Employee Turnover Syndrome", selection procedures, application form, position announcement, screening methods, the interview.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 20 to March 24
April 14 to June 23

How To Start a Small Business (77-10) OMDP 914

Course Content: Starting a small business — choosing a legal form, the business plan. Establishing a business — existing business vs. a new business location and physical requirements. Financial requirements — start-up costs, sources of financing. The marketing process — target markets, sales forecast. Marketing strategy — marketing mix, marketing plan. Management and staffing. Purchasing and inventory control — setting up the system. Financing statements — are they worth the effort? Financial Controls — making figures work for you. Government regulations — municipal, provincial and federal requirements, course review and operations.

Mon. or Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 20 or 23 to March 24 or 27
April 14 or 17 to June 23 or 19

Also offered at Castle Frank High School: Mon. or Wed. 6 to 9 p.m. January 6 or 8 to March 10 or 12 OR Tues. or Thurs. 4 to 7 p.m. January 7 or 9 to March 11 or 13

Register in person at Castle Frank High School, 711 Bloor St. E., Toronto M4W 1J4. Contact Castle Frank High School, 962-4871, before registering.

Credit and Collections (68-01) OMDP 916

Course Content: To provide a basic knowledge of the principles of consumer and mercantile credit. To examine the techniques of profitable credit investigation and approval. Topics covered include: Introduction — the study of credit, introductory remarks, the general concepts of credit, terms of sale, guiding principles of credit analysis, how to read a financial statement, services of credit associations and other major financial institutions, mercantile collections, consumer collections, credit and collection correspondence.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 20 to March 24
April 14 to June 23

Management For Results (72-07) OMDP 922

Course Content: To improve managerial skills. To link together both fundamental and advanced concepts of the management process of delegation and job enrichment, and an integrated policy of management by objectives.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 22 to March 26
April 16 to June 18

The ABCs of Selling (80-03) OMDP 923

Course Content: To understand what "professionalism" is in selling, and what is meant by "customer's needs".
It will help participants to recognize the importance of knowing their competition, and to offer some guidelines for researching product information. Students will come to understand the importance of closing a sale effectively by knowing when and how. They will appreciate the importance of presenting a product well; some of the techniques of a successful demonstration and the value of using sources of justification.

Tues. 6 to 9 p.m. or Sat. 9 a.m. to 3 p.m.
St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 21 or 25 to March 25 or 1
April 15 or 19 to June 17 or May 31

Also offered at Castle Frank High School:
Tues. 4 to 7 p.m. January 7 to March 11

Register in person at Castle Frank High School, 711 Bloor St. E., Toronto M4W 1J4. Contact Castle Frank High School, 962-4871, before registering.

Fundamentals of Financial Management (82-01-FT-1) OMDP 925

Prerequisite: Students must have a knowledge of basic accounting.
This course will enable students to understand what an Income Statement presents. It also teaches students how to prepare "break-even" information using at least one of three methods — "Preparation", "Application" or "Limitations". It acquaints students with "cash budgeting" as a management tool, the preparation of cash budgets, and ways by which management uses cash budgets.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 22 to March 26
April 16 to June 18

Internal Control for Small Businesses (79-09) OMDP 926

The course will enable students to understand the flow of cash in a business, the need to control it through a cash control system; to understand bank accounting role in business. It will allow the participants to develop an appreciation for a salary/wage control system.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 23 to March 27
April 17 to June 19

Management by Objectives and Results (82-09) OMDP 930

Course Content: This course introduces the basic principles of management by objectives and results using an activity-oriented, learning-by-doing approach. Emphasis is on helping participants successfully apply Management by Objectives in their business.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 20 to March 24
April 14 to June 23

Successful Small Business Management — Introductory Level (80-08) OMDP 931

This course provides you, the student, with the opportunity to improve your managerial skills. Topics include: decision-making, problem-solving, developing a good staff, getting the message across, control and managing for healthy growth.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 23 to March 27
April 17 to June 19

Managing the Marketing Function (72-08) OMDP 933

This course introduces and explains the marketing function. Topics include: the marketing environment, consumer behaviour, marketing and forecasting, and the importance of the customer.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 20 to March 24
April 14 to June 23

Planning Profitable Advertising (76-12) OMDP 934

This course is designed to familiarize the non-professional advertiser with the advertising process in lieu of agency services. Emphasis is on true-to-life promotions and ideas that help participants learn from successful advertisers.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 20 to March 24
April 14 to June 23

Marketing Your Product (79-11) OMDP 935

This course explains consumer behaviour. The student learns to appreciate the importance of a clear marketing strategy and its impact on a business' profitability. Topics include: product management, developing brand images, choosing and developing your product, the importance of distribution.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 21 to March 25
April 15 to June 17

Marketing for Small Business (77-11) OMDP 936

This course is designed for people with little or no formal marketing background. The basic tools of marketing are outlined and focuses their application on the small or medium-size business. This course assists anyone interested in understanding the basic elements of marketing and how they produce results.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 23 to March 27
April 17 to June 19

Understanding Your Customer (80-04) OMDP 937

This course assists you to understand the customer. Learn how they decide what, where and when to buy. This knowledge will equip you to make whatever changes or adjustments your business may need to satisfy your customers.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 20 to March 24
April 14 to June 23

Job Enrichment for Administration (72-06) OMDP 938

This course is designed for sales and marketing directors, office managers, supervisors, and key managers in any administrative area. It will improve the supervisor's ability to give real attention to the achievement of the individual employee, while effectively integrating the accomplishments of all employees to further the success of the organization.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 21 to March 25
April 15 to June 17

Effective Supervision — Production (75-04) OMDP 940

This course is designed for supervisors, aspiring supervisors, and foremen in any type of production or manufacturing-oriented industry, regardless of size. Topics include: the role of the supervisor; principles of effective supervision; employee motivation; planning; measuring results; developing and getting a day's work done; setting objectives and goals; measuring results and efficiency.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 20 to March 24
April 14 to June 23

Effective Labour Relations (76-01) OMDP 941

This course is designed to help supervisors deal effectively with aspects of labour relations, where collective agreements are established or where certification is possible. Topics include: union security, management rights, negotiations, collective agreements, employee-employer relations, establishing bargaining rights.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 21 to March 25
April 15 to June 17

Effective Supervision — Communications (75-02) OMDP 942

This course assists supervisors/management personnel to develop effective communication techniques, both verbal and written. Topics include: learning to listen, barriers to communication, common problems, the meaning and definition of communication.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 22 to March 26
April 16 to June 18

The Basics of Small Computer Systems (82-06) OMDP 944

This course is for the person who needs to know what is happening in the computer world today. Students are provided with the basic knowledge required to understand how computers work; analyze needs for computerization; select and shop for the selected system; provides sound advice on how to avoid a computer victim; and how to up-grade your present system. Hands-on experience provided.

Sat. 9:30 a.m. to 3:30 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 25 to March 1
April 19 to May 31

How to Operate a Successful Retail Store (81-03) OMDP 948

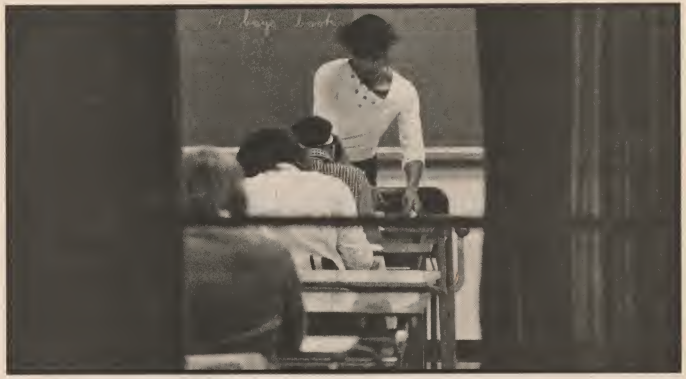
This course is designed for one purpose: to help you become a better retailer and help turn your plans into reality . . . and profits. Topics include: managing price changes, pricing and profit, controlling your inventory, designing your store to sell.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 22 to March 26
April 16 to June 25

Bookkeeping OMDP 953

This introductory course provides a basic knowledge of bookkeeping. It is designed for anyone who wants to understand how bookkeeping works and how accounting can help to manage a small business effectively. (This is not equivalent to BOK 552X.)

Sat. 9:00 a.m. to noon St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 5 to April 5
April 19 to June 28



Academic Upgrading

These courses are designed for those who wish to upgrade their academic standing for self-development and career improvement and for entry into apprenticeship, vocational training and two-year diploma programs offered at colleges of applied arts and technology.

For more information about Upgrading courses, please call (416) 967-1212, ext. 2462.

English

Pre-Upgrading ENG 930

This course is a preparatory class for those students who do not meet the requirements of ENG 906. Emphasis will be on reading and writing skills. Instruction will be individualized although group instruction will be offered as well.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 14 to May 6

English Upgrading 8 ENG 906

Prerequisite: Grade 7 English or equivalent.
Course Content: A basic course emphasizing grammar, usage, spelling, vocabulary, reading, and compositional skills. For students who have been out of school a number of years, this course is an excellent means of refreshing basic language skills and preparing for more advanced courses in English upgrading. Instruction will be individualized although group instruction will be offered as well.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 14 to May 6

English Upgrading 9 ENG 907

Prerequisite: ENG 906 or equivalent.
Course Content: Grammar and usage in considerable detail with application to writing assignments at each session. Punctuation. Spelling. Vocabulary development. Reading. Group teaching techniques will be used as well as individualized instruction.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 14 to May 6

English Upgrading 10 ENG 908

Prerequisite: ENG 907 or equivalent.
Course Content: Brief review of grammar and punctuation as required. Emphasis will be on developing proficiency in vocabulary, reading and writing skills. Writing skills portion of course will involve descriptive, expository and narrative writing, short reports, and introductory business letters.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 14 to May 6

English Upgrading 11 ENG 909

Prerequisite: Grade 10 English or ENG 908.
Course Content: Basic communications designed to improve reading rate and comprehension, vocabulary range, principles of discussion and debates; the English language in terms of origin, factors that cause a language to change and standards of usage; essays emphasizing creativity will also be required. Detailed analysis of the short story, poetry and short plays from Twentieth Century literature.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
75 hours Fee: $40.00
January 13 to April 8

English Upgrading 12 ENG 910

Prerequisite: Grade 11 English or ENG 909.
Course Content: Techniques used by various writers as guidelines for the students in assessing their own work; listening and oral skills with emphasis on debates, presentations, and simulated meetings; detailed analysis of representative twentieth century writers with emphasis on drama and novels.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
75 hours Fee: $40.00
January 13 to April 8

Language and Communication I ELS 160

Prerequisite: Enrolment in a post secondary program.
Course content: This course functions as a make-up course for students who do not obtain a passing grade in English 141, and will satisfy program requirements for most first semester post-secondary language and communication courses.
Emphasis is on clear, concise technical and business writing with minimal grammatical and usage errors. The use of headings, numbering systems and spacing information "packages" will be emphasized in a variety of technical and business writing assignments.

Tues. 4 to 7 p.m. Casa Loma and St. James Campuses.
45 hours Fee: $45.00
January 28 to May 6

Mathematics and Science

Mathematics Upgrading 8 MATH 906

Prerequisite: Grade 7 mathematics or equivalent.
A placement test will be administered to determine exact starting point.
Introduction to basic mathematics. Conrse content includes work with whole numbers, fractions, decimals, per cent, ratio and proportion. Individualized instruction with some group teaching.

NOTE: This class may be combined with Math 907 and Math 908.

Thurs. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 16 to May 8

Mathematics Upgrading 9 MATH 907

Prerequisite: Grade 8 mathematics or equivalent.
A placement test will be administered to determine exact starting place.
Review, enrichment and consolidation of basic mathematics and introduction to basic algebra. Course content includes work with linear equations, formulae, inequalities and solution of word problems using algebraic equations. Individualized instruction with some group teaching.

NOTE: This class may be combined with Math 906 and Math 908.

Thurs. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 16 to May 8

Mathematics Upgrading 10 MATH 908

Prerequisite: Math 907 or equivalent. A placement test will be administered to determine exact starting point.
Course Content: Brief review of Math 907. Introduction to products and factoring, solving equations in two variables, graphing. Equations involving algebraic fractions. Some work with quadratic equations.

NOTE: This class may be combined with Math 906 and Math 907.

Thurs. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 16 to May 8

Mathematics Upgrading 11 MATH 909

Prerequisite: Grade 10 mathematics or Math 908.
Brief review of basic arithmetical skills and grade 10 algebra; emphasis on solving different types of equations; problem solving; graphing linear and quadratic functions; solving right triangles; applications; calculator skills.

NOTE: This class may be combined with Math 910.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
75 hours Fee: $40.00
January 14 to April 9

Mathematics Upgrading 12 — MATH 910

Prerequisite: Grade 11 mathematics or Math 909.
Continuation and expansion of Math 909. Solving additional types of equations and inequalities (linear, quadratic, radical, exponential and logarithmic); solving linear and non-linear systems of equations; relations, functions and their graphs; sequences and series; solving oblique triangles and basic trigonometry; problem solving; applications; advanced calculator skills.

NOTE: This class may be combined with Math 909.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
75 hours Fee: $40.00
January 14 to April 9

Physics — PHY 900

Prerequisite: Grade 10 science and Grade 11 mathematics.
Course Content: Grade 11 or 12 level mechanics, heat and electricity.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
75 hours Fee: $40.00
January 14 to April 8

Biology — BIO 900

Prerequisite: Grade 10 science.
Course Content: Human anatomy and physiology at the Grade 11 or 12 level; structure and function of the various body systems, with laboratory work.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
75 hours Fee: $40.00
January 13 to April 7

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

New! The Computer aided Instruction Lab

Learn mathematics and science at your own pace at George Brown's new lab.
146 Kendal Ave., Room E 132

Casa Loma Campus
10 hours of tutorials for $5
Evenings, Monday-Thursday

The lab can accommodate up to 30 people and delivers a wide variety of mathematics and science tutorials including —

Mathematics
Mathematics of Finance
Integers and Rationals
Probability
Introduction to Statistics
Metric Games
Technology Mathematics (no calculus)
Arithmetic
Algebra
Measurement
Co-ordinates and Transformations

Science
Electricity
Chemistry

IT'S EASY
Students learn to use the system in about 15 minutes. A teacher is on hand to help with individual problems.
Call Kay Singh at **967-1212,** Ext. 2454, 9 a.m.-3 p.m., for information.

Chemistry — CHEM 900

Prerequisite: Grade 10 Science.
Course Content: Grade 11 or 12 level; introductory college chemistry with laboratory work.

Tues. and Thurs. 7 to 10 p.m.
(Fall and Winter) Casa Loma Campus
75 hours Fee: $40.00
January 14 to April 8

Pre-Health Science Program

George Brown College offers a Pre-Health Science program (PH700) which will be of interest to men and women who wish to enter a post-secondary Health Science program but lack the prerequisites.
The objectives of PH700 are to prepare applicants for entry into a post-secondary, health-related program and to provide a background in basic sciences, English, mathematics and social sciences through specially designed courses. PH700 is for 16 weeks, 28 hours per week from 8 a.m. to 4 p.m. with intakes in September and January. Classes are held at St. James Campus and are available on a part-time day basis as well as full-time.
For additional information please call 967-1212, ext. 3379/3380.

Courses:
Biology 700, 80 hours, human biology
Chemistry 700, 48 hours, chemistry as applied to biology
Physics 700, 64 hours, physics for health sciences
Mathematics 700, 80 hours, basic and applied skills
English 700, 80 hours, basic English skills
Sociology 700, 64 hours, introduction to social science
Human Relations 700, 32 hours, study habits, communication, group dynamics

Fees: (subject to change)

Full-Time:
Tuition fee — $310.00
Confirmation fee — $ 50.00
(non-refundable) — (deducted from $310.00)

Part-Time
The program may be taken on a part-time basis during the day. Fees will depend on the hours of instruction.

Textbooks: Approx. $100.00

Graduates:
Graduates of Pre-health who wish to enter full-time programs in the Health Sciences Division must apply through the normal selections process.

Biology for Health Sciences — BIO 700X

Introduction to human biology and physiology in preparation for entrance into Nursing and Dental programs. This course is the equivalent of BIO 700 (see Pre-Health Science program).

Tues. 7 to 10 p.m. St. James Campus
65 hours Fee: $65.00
January 21 to June 17

***For more information** on this course please telephone 967-1212, ext. 3380.*

Communications

Communications I — COMM 901, Communications II — COMM 902, ELS 903, as well as Psychology 907, and Economics 900 are equivalent to post-secondary courses offered in business and technical programs at George Brown College. Students planning to take one or more of these courses as credits should consult with the program Chairman.

Students lacking the necessary language skills for Communications 901, ELS 903 and ELS 901 are advised to enroll in ENG 933 Bare Essentials.

CGA students enrolled in ELS 903 will be required to write a diagnostic test on the first evening. Those who are not quite ready to commence business writing will be required to complete ENG 933 Bare Essentials.

Bare Essentials — ENG 933

This course offers the "essentials" of writing skills for the student who is not quite ready for business, technical or creative writing courses. Basic rules of grammar, extensive practice in writing, punctuation, spelling and some speaking skills are included.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 14 to April 15

Communications I — COMM 901

Prerequisite: Grade 12 English.
Course Content: This course covers study skills, essential grammar and punctuation skills, organizing ideas effectively in paragraph and short essay form, proofreading techniques, research skills, introductory report writing and short oral presentations.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 14 to April 15

Communications II — Writing Business & Technical Reports — COMM 902

Prerequisite: Communications I — COMM 901.
This course takes the student through a step-by-step process of writing either a business or technical report: including research, organization, outlining, bibliography, how to begin, sectioning, revision, and summary/abstract. Emphasis at the beginning includes basic rules of technical writing, grammar and layout. By taking one step at a time, the student produces a polished well-researched "professional report" by the end of the course.

Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 13 to April 14

Business Communication — ELS 903

Prerequisite: Grade 12 or equivalent.
This course is for Certified General Accountancy candidates and any other interested students who require a business communications course. It includes the planning and preparation of business reports, the effective presentation of financial information. Students are taught to write correspondence that is clear, concise and emphatic. The business correspondence segment includes request, claim, adjustment, credit and collection letters. The creative language type of letter — sales, public relations and social business — are also covered.
Time is devoted to the improvement of listening and oral skills. The oral component of the course focuses on conducting a business meeting.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 14 to April 15

Speaking with Confidence ELS 809

Course Content: When you are called on "to say a few words" to a social or a business group, do swarms of butterflies fill the pit of your stomach? And is that fluttering panic you feel holding you back in your private and business life?
Speaking with Confidence teaches you to make those swarms of butterflies fly in formation; to turn panic into poise.
Class by class, you will see yourself improving, on video-tape. You will learn to deliver reports and to give presentations with visual aids; to introduce guest speakers; to give a presentation and an acceptance speech; to increase your acting ability through playing a role in a mock murder trial.
Be one who says yes to life and leadership through Speaking with Confidence.
Speaking with Confidence is taught by Hugh Thomson, former day editor of the *Globe and Mail*, successful teacher and writer.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $66.00
January 22 to March 26

Developing an Effective Newsletter/Producing Small Business Publications CES 814

This is a course for those who edit, write and produce small publications for companies, service groups, clubs and other organizations.
In the first part of the course, the emphasis is on editing and writing. Topics include setting publication goals, developing stories, interviewing, writing and copy editing. In the second part, the emphasis is on layout and production. Topics include design principles, picture editing, layout techniques, production methods and dealing with suppliers.
Roger Feather is an editor at Manufacturers Life and does freelance communication consulting. He has spent 13 years with the *Toranta Star* and has also headed the Canadian section of The International Association of Business Communicators (IABC).

Wed. 6:30 to 9:30 p.m. St. James Campus
12 hours Fee: $53.00
February 12 to March 19

Creative Writing

Writing for Clarity and Impact ELS 901

Course Content: This is a course designed for the student who wishes to write clearly and precisely in any situation — business, social, academic, political, journalistic. Topics include: sentence and paragraph structure, economy of syntax, figures of speech, formal and informal styles, organizing the subject, identifying the goal of communication. This is a nuts and bolts course in which language usage and style are examined critically. Students are required to write and review their work.

Tues. 6 to 9 p.m. St. James Campus
36 hours Fee: $51.00
January 14 to April 15

Writing for Fun and Profit ENG 919

Today, with magazines laying off staff writers to cut costs, editors are seeking, as never before, contributions from freelance writers.
So why not try writing feature articles or interview stories? Why not submit fillers; lyric poetry, light verse or travel articles? Or stories for children as well as stories for adults? Or humorous features or opinion pieces on lively current issues?
This course is for those eager to give freelance magazine writing a solid educated try under the guidance of a professional writer and former editor of the *Globe and Mail*. If you have no intentions of breaking into magazine writing, this course will give professional polish to your business and private writing; to those memoirs of yours, and to that book which has been rattling about in your creative consciousness, trying to get out.

Thurs. 7 to 10 p.m. St. James Campus
36 hours Fee: $61.00
January 23 to April 10

Poetry Workshop ELS 902

Poetry has always said more — in fewer words — than any other form of writing. "Poetry is news that stays news" — Ezra Pound. Learn to develop your own form and style with the help of well-established poet Christopher Dewdney. Students in this workshop course, which starts with a review of recent Canadian Poetry, are encouraged to write and read their own work.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $63.00
January 20 to March 24

Advanced Romance Writing ELS 818

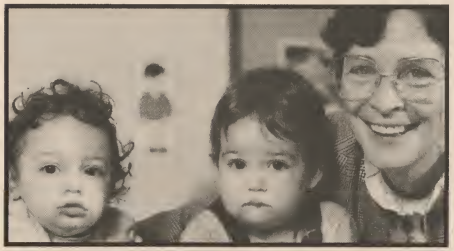
Designed for the serious romance writer who has already written introductory chapters of a romance novel, this course guides the student to successful completion of a novel. Advanced Romance Writing gives intensive editorial assistance for in-process work. The class is restricted to 12 to 15 students to ensure maximum contact between instructor/editor and student. Individuals learn through interaction with other writers to overcome problems that all writers share.

Mon. 6:30 to 9:30 St. James Campus
30 hours Fee: $85.00
January 20 to March 24

Finding & Writing the News ENG 932

News is anything that interests people.
Nevertheless, it can be recognized and written only by those with "a nose for news" and a knowledge of how to write it for each of the media — the press, TV and radio.
This course develops that news-sense and those writing styles for general reporting and for the specialized covering of sports, entertainment, business, politics, science, education, religion, etc.
If you're not interested in a journalistic career, this course will sharpen your observation and enjoyment of the daily news, in print and on the air, because you'll be an insider, someone "in-the-know."
Most of today's big writers began in journalism, as did the leaders in advertising and public relations. So why not you?
The instructor is a former CBC-radio interviewer, *Toranto Star* columnist and *Globe and Mail* editor.

Tues. 7 to 10 p.m. St. James Campus
36 hours Fee: $61.00
January 14 to April 1



Diploma and Certificate Programs

The Community Services Division at George Brown offers many diplomas and certificates on a part-time basis:

- Addiction Counsellor Diploma
- Child Care Worker Diploma
- Early ChildhoodEducation Diploma
- Activation Co-ordinator Diploma
- Community Worker Diploma
- Early Childhood Education Resource Teacher Post-Diploma Certificate
- Human Services Management Post-Diploma Certificate
- Post-Diploma Program: Family Work
- Foster Parent Certificate
- Health Care Aide Certificate
- Educational Assistant Certificate

Program details follow.

NOTE: Courses leading to Diploma and Certificate programs are not available on a single course basis. Applicants apply for full programs only.

Human Services Counsellor Diploma

This program is offered on a part-time basis to men and women who are unable to attend full-time. Preference is given to students who are already employed in the field of addictions or related areas.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9, or call 967-1212, ext. 4220.
An admission interview is required; details of registration will be made available to those accepted in the program. Preference is given to students taking full requirements for the Diploma in the available format each year. That is, taking four courses each term excluding field practice.
The requirements for the diploma must be completed within five years.
Courses on Wednesday are offered between 1 and 8:30 p.m.
The following courses must be completed in order to obtain the Diploma:
Field Practice
Human Growth and Behaviour I
Group Process I
Social Services, Problems and Issues
Fieldwork Seminar I — Introduction to Human Services
Theory, Methods and Practice of Counselling I
Counselling Practice Laboratory
Field Practice
Human Growth and Behaviour II
Group Process II
Theory, Methods and Practice of Counselling II
Ethics, Values and Professionalism
Research and Independent Studies
Community Practice
Field Work Seminar
Sociology
Sociology of the Family

In addition, each student is required to take two of the available three concentrations. In the special studies courses, only one is required, the one related to the student's major concentration.

Concentration Courses
D105X — Basic Studies in Addictions
Basic Studies in Mental Health
Basic Studies in Criminal Justice

Special Studies Courses
PHYS104X — Special Studies in Addictions
Special Studies in Mental Health
Special Studies in Criminal Justice

Field Work I HUS 100X

Field practice is an integral part of the program in affording students supervised counselling experience in a variety of settings. The equivalent of 400 hours is required, supervision by agency staff, liaison and coordination by college staff. Field experience is considered an essential concomitant to the behavioural sciences.
Note: Registration for this course requires the approval of the program co-ordinator.

Mon. to Fri.
400 hours Fee: $25.00

Human Growth & Behaviour HUS 104X

A sequential view of the process of human growth and personality development as a means to develop some understanding of the physical, sociocultural and emotional aspects of development throughout the life span and the tasks of each life stage.

Not offered this semester.

Group Process I HUS 103X

A combination of structured activities and unstructured group experiences encourage growth in self-awareness, communication and effective interpersonal relating skills. Empathy, confrontation, acceptance, active listening, congruence and group awareness are emphasized.

Not offered this semester.

Introduction to Human Services HUS 106X

The course examines the development and adaptation of institutions in response to community needs and pressures and levels of responsibility; federal, provincial, municipal and private. The development of agencies providing education, health, welfare and other forms of service and philosophies concerning the role of law in controlling alcohol and drug use, and the relevant legislation are studied.

Not offered this semester.

Counselling Theory and Practice I HUS 102X

The basic concepts of counselling are introduced followed by an examination of twelve different treatment theories including Rogers, Perls, Ellis, Berne, Glasser and Freud. Various techniques used in practice in individual, family and small group treatment will be demonstrated. Skills in assessment, planning, contracting and evaluation are emphasized through role playing and case presentation.

Nat offered this semester.

WORKING SKILLS FOR WOMEN

The YWCA of Metropolitan Toronto, in cooperation with George Brown College and Canada Employment, is offering a free, non-credit program for working women to update their skills in computer awareness, mathematics and career planning.

This program is designed for women who face technological change in their workplace.

EVENING PROGRAM:
6:30 - 9:30 p.m.,
Mondays and Wednesdays or Tuesdays and Thursdays

COURSE STARTS
March/June/
September/December
(four times yearly)

ENTRY REQUIREMENTS
Grade 12 or equivalent

For more information call the YWCA at:

961-8100

Counselling Practice Laboratory HUS 110X

Practical skills in assessment planning and evaluating are developed through role playing and case presentations. Audio tapes and video tapes will be used to supplement live interviews for demonstration and critique.

Wed. 2 to 3:30 p.m. Nightingale Campus
21 hours Fee: $21.00
January 9 to April 10

Field Work II HUS 200X

A more intensive and extensive (equivalent of 600 hours) experience in the field in a different setting or different role than that used in AD 100. More opportunity for integrating theory and classroom knowledge, skill development and carrying normal agency responsibility is provided.
Learning goals are clearly set and evaluated in cooperation with the agency supervisor and college staff.
Note: Registration for this course requires the approval of the program co-ordinator.

Mon. to Fri.
600 hours Fee: $25.00

Human Growth and Behaviour II HUS 204X

Prerequisite: AD 101X — Human Growth and Behaviour I.
An extension of AD 101X with a review of personality theory as well as an examination of abnormal development and the implications for assessment and treatment planning. More time is spent on those disorders more frequently associated with the chemical abuser.

Not offered this semester.

Group Process II HUS 203X

Prerequisite: AD 102X — Group Process I.
A further experience of group interaction with an opportunity to explore group leadership skills.

Not offered this semester.

Counselling Theory and Practice II HUS 204X

Prerequisite: Theory, Methods and Practice of Counselling I.
Case presentations are used to further develop an understanding of the counsellor role and the choice of counselling activities through the beginning, middle and ending phases of treatment. Resistance, plateaus, recontracting, prognosis and evaluation are included.

Not offered this semester.

Values, Ethics and Professionalism HUS 212X

This subject provides an opportunity for the student to become aware of the values and value conflicts involved in being a counsellor and how these values relate to professional practice.

Thurs. 5:30 to 7 p.m. Nightingale Campus
21 hours Fee: $21.00
January 9 to April 10

Research and Independent Studies HUS 220X

Course Content: This course provides a study of research models and their applications and the critical appraisal of research results. Students conduct a study in a related area of special interest to them.

Not offered this semester.

Community Practice HUS 213X

Prerequisite: AD 103X — Social Services, Problems and Issues.
The purpose of this subject is to expand students' understanding of care beyond the individual client or client group. Means of finding common points on intervention for prevention, early detection and education are explored. Students explore the potential for staff to become agents for change within and between agencies and examine the means of affecting these changes through program review and development. Increase of service through use of volunteers, para-professionals and ex-clients moving towards neighbourhood support is also considered.

Not offered this semester.

Field Work Seminar II HUS 201X

The seminar provides for the third year part-time student an opportunity to integrate the academic and practice through sharing experiences, demonstration of treatment modalities unique to the agency, role playing to break blocks in relationships and other experiential exercises. The opportunity for consolidation of the three years is important.

Not offered this semester.

Special Studies in Addictions HUS 228X

Within this combined offering, the student is helped to understand the way in which common chemicals of abuse such as alcohol, heroin, amphetamines and barbiturates are ingested by the body, the parts of the body affected and the physical and emotional behaviours induced.

Wed. 3:30 to 5 p.m. Nightingale Campus
21 hours Fee: $21.00
January 8 to April 9

Sociology I HUS 105X

Course Content: A survey of the field of sociology covers culture and society, institutions, organizations, ecology and population, disorganization and deviant behaviour, ethnic communities and other aspects of group living.

Starts September/85

Sociology SOC 207X

Course Content: The concepts of sociology are employed to look at family functions of courtship, marriage, single parent and separation across cultural differences. Also, the sociological examination of the impact of chemical abuse on family and community is highlighted.

Thurs. 2 to 3:30 p.m. Nightingale Campus
21 hours Fee: $21.00
January 9 to April 110

Child Care Worker Diploma

This program is offered on a part-time basis to men and women who are unable to attend full-time and are working full-time with emotionally disturbed children or troubled adolescents.
An admission interview is required; details of registration will be made available to those accepted into the program.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9.
Telephone 967-1212, ext. 4220.
The requirements for the diploma must be completed within five years.
Courses are offered on Wednesday between 3 and 9:30 p.m.
The following courses must be completed in order to obtain the Diploma:
CHI160X — Field Practice
CHI161X — Human Growth and Development
CHI164X — Caring for the Disturbed Child
CHI101X — Therapeutic Activities
CHI172X — Group Process
CHI100X — Interviewing and Counselling
CHI260X — Field Practice
CHI261X — Childhood Psychopathology
CHI262X — Caring for the Disturbed Child
CHI268X — Treatment Philosophies
CHI278X — Organizational Development
CHI272X — Working with Families
CHI279X — Values, Ethics and Professionalism
CHI275X — Adolescence
CHI276X — Adolescence Role and Identity
CHI277X — Integration of Theory and Practice
PSY169X — Introductory Psychology
SOC171X — Introductory Sociology

Field Practice CHI 160X

Field Practice is an integral part of the program in affording the students supervised clinical experiences in a variety of settings. Field placements are arranged on an individual basis with the program co-ordinator.

Mon. to Fri.
600 hours Fee: $25.00

Human Growth and Development CHI 161X

The normal growth of the child is followed from birth to adolescence, including physical, emotional and intellectual development. The emphasis is on the first six years of the child's life and emotional growth during this time.

Starts September/86

Caring for the Disturbed Child I CHI 164X

The purpose of this class is to arrive at a treatment philosophy. Class discussions are based on students' observations from field placement. Emphasis is placed in areas of basic care and understanding the behaviour of children and staff.

Starts September/86

Therapeutic Activities CHI 101X

Students are actively involved in demonstrations and seminars and gain competence in programming. Emphasis is placed on the age appropriateness and the therapeutic value of activities.

Starts September/86

Group Process CHI 172X

This course is designed to provide learning at the theoretical and experiential level which will result in improving the student's understanding of group process as well as furthering the ability to work in groups as facilitators.

Starts September/86

Interviewing and Counselling CHI 100X

Students study the theoretical approaches to interviewing and counselling and are required to demonstrate specific interviewing and counselling skills.

Starts September/86

Field Practice CHI 260X

This will be in a different setting from CHI 160 and expectations of the students' performance will be that of a graduate Child Care Worker.

Mon. to Fri.
660 hours Fee: $25.00

Childhood Psychopathology CHI 261X

Prerequisite: CHI 161X — Human Growth and Development.
This course includes a comparison of normal and abnormal development according to the personality theories of Freud and Erikson, descriptions and functions of defences and examinations of specific categories of disturbance (autistic, schizophrenia, etc.).

Starts September/86

Caring for the Disturbed Child CHI 262X

Prerequisite: CHI 164X — Caring for the Disturbed Child I.
A continuation of CHI 164X, emphasizing the development of individual treatment plans for disturbed children.

Starts September/86

Treatment Philosophies CHI 268X

This course is an introduction to therapeutic approaches in child psychiatry and the mental health field today. Major theories underlying the chosen methods of treatment will be examined.

Starts September/86

Organizational Development CHI 278X

In this course the students will develop the skills to: a) understand and practice effective interaction with people within the formal structure of an organization; b) understand and practice effective interaction with people and organizations within a community context.

Starts September/86

Working with Families CHI 272X

This course has been designed to facilitate Child Care Worker students in examining the theory and dynamics involved in working with the families of emotionally disturbed children or adolescents.

Wed. 4:30 to 6 p.m. Nightingale Campus
21 hours Fee: $21.00
January 8 to April 9

Values, Ethics and Professionalism CHI 279X

This course is designed to assist students in the examination of societal and personal values, the conflicts that arise and their effect on the professional practice of the individual and group.

Starts September/86

Adolescence CHI 275X

This course has been designed in response to the increasing number of adolescents receiving mental health services. The focus is on the physiological, psychological and sociological aspects in the stages of growth from puberty to adulthood.

Starts September/86

Adolescence Role and Identity CHI 276X

This course examines the learners' attitudes, beliefs and values as they relate to sexual anatomy, birth control, psychosexual development, venereal diseases, homosexuality, sexual assaults and laws pertaining to the areas of human sexuality.
An explanation of these areas will enhance the students' ability to deal more effectively with adolescents who are experiencing role and identity confusion.

Wed. 8 to 9:30 p.m. Nightingale Campus
21 hours Fee: $21.00
January 8 to April 9

Integration of Theory and Practice CHI 277X

This course is designed to enable the student to identify a child's problem utilizing various theoretical models with an ecological framework at the following levels: individual, family, group, organization and community. After identification of these levels the student is expected to develop an intervention strategy to specific problems.

Wed. 6 to 8:30 p.m. Nightingale Campus
21 hours Fee: $21.00
January 8 to April 9

Introductory Psychology PSY 169X

Readings and lectures explore some of the findings and developments in the areas of scientific method, perception, learning, motivation, emotion, personality and social psychology.

Starts September/86

Introductory Sociology SOC 171X

This course examines the basic concepts in sociology which are then used in analyzing various aspects of Canadian Society, i.e. intergroup relations, rural and urban communities, social classes and social institutions.

Wed. 6:30 to 8 p.m. Nightingale Campus
21 hours Fee: $21.00
January 9 to April 10

Certificate in E.C.E. Supervision and Administration

Administration and Management ADM 901

Prerequisite: Currently working in an E.C.E. setting.
This course is part of a two-part certificate in supervision and administration. It is designed for those who are currently in supervisory positions, who are often in the role of acting-supervisor, or who would like to develop the skills necessary to move into a supervisory position. Course content will cover a variety of topics including administrative and management theory, skills in developing and implementing effective policies and practices, and skills in short-term and long-term planning.

Thurs. 6:30 to 9:30 p.m. Nightingale Campus
24 hours Fee: $24.00
January 16 to March 6

Supervision & Professional Development ADM 900

Prerequisite: Currently working in an E.C.E. setting.
This course is part one of a two-part *Certificate in Supervision and Administration.* It is designed to provide an opportunity for E.C.E. personnel to examine the dynamics of effective supervision, and the strategies necessary to implement effective professional development practices. The course covers such topics as: planning for individual and team development; designing training sessions; conducting training programs; assessing needs; accessing professional development resources; developing or refining interviewing skills; and developing and implementing performance evaluations. This course is of interest to personnel engaged in supervisory roles at a number of levels: E.C.E. students in field practice; peer evaluation; self-development; and those working with parents and/or volunteers.
Centres actively encouraging staff to attend this certificate program will be awarded a George Brown *Certificate honouring their role in professional development.*

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
24 hours Fee: $24.00
September 1986

Early Childhood Education Diploma

This program is offered on a part-time basis to men and women who are unable to attend full-time.
An admission interview is required; details of registration will be made available to those accepted into the program.
Applications and information regarding this program may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9. Telephone 967-1212, ext. 4220.
The requirements for the diploma must be completed within five years.
Courses are offered on Tuesday and Thursday evenings.
The following courses must be completed in order to obtain the Diploma.
ECE100X — Infant and Child Development
ECE101X — Health and Nutrition
ECE103X — Interpersonal Communications
ECE104X — Principles of Day Care I
ECE105X — Art Education
ECE113X — Field Practice
ECE114X — Field Practice
ECE116X — Storytelling and Literature
ECE117X — Music
ECE118X — Parent Education I
ECE200X — Human Growth and Development
ECE201X — Children with Special Needs
ECE202X — Curriculum Development
ECE203X — Planning, Management and Legislation
ECE204X — History and Philosophy
ECE206X — Family Dynamics
ECE207X — Parent Education II
ECE208X — Professional Development
ECE212X — Field Practice
ECE213X — Field Practice
ECE215X — Movement and Drama
ECE216X — Science Experience
ECE217X — Principles of Day Care II
ENG114X — Language and Communications
SOC106X — Introductory Sociology
PSY107X — Introductory Psychology

Infant and Child Development ECE 100X

This course is an overview of human growth and development from birth to five years with a particular focus on the 0-two years age group. Social, emotional, physical and cognitive development will be explored as independent and interrelated processes affected by both heredity and environment.

Starts September/86

Health & Nutrition ECE 101X

The students will learn the principles of health and hygiene and relate this to infants and children in group settings. Topics explored include childhood diseases, health problems, nutrition and physical care.

Starts September/86

Interpersonal Communications ECE 103X

The purpose of this course is to examine principles and concepts of interpersonal communication and to develop skills in facilitating the interpersonal communication process.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $28.00
January 9 to April 10

Principles of Day Care I ECE 104X

Principles of Day Care I emphasizes the study of settings and programs that can be used effectively with babies and children in early childhood centres. The aims and objectives of "good" day care for infants, toddlers and pre-school children are also examined.

Tues. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $28.00
January 7 to April 8

Art Education ECE 105X

This course explores the creative process through workshops and seminars. Students examine a variety of art material and how it can be used with young children and the implications in the modes of learning and self-expression of the growing child.

Starts September/86

Field Practice ECE 113X

Course Content: Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children. Field practice is arranged on an individual basis with the program co-ordinator.

Mon. to Fri.
160 hours Fee: $25.00

Field Practice ECE 114X

Prerequisite: ECE 113X — Field Practice.
Course Content: Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children. Field practice is arranged on an individual basis with the program co-ordinator.

Mon. to Fri.
160 hours Fee: $25.00

Storytelling and Literature ECE 116X

Children's literature, prose and poetry as written for and by the young child will be explored. The key aspects related to developing a literature program in an educational setting will be investigated. These will include methods of evaluating literature, the art of storytelling and establishing pre-reading skills.

Tues. 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $14.00
April 15 to May 27

Music ECE 117X

Students gain the skills to plan and carry out music programs for children by applying the techniques of guiding young children in musical experiences and the knowledge of music resources.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $14.00
April 17 to May 29

Parent Education I ECE 118X

Parent Education I is designed to give the student a theoretical background in current parenting methods as well as how to work comfortably, effectively and professionally with parents of individual children in an early childhood setting.

Tues. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $28.00
January 7 to April 8

Human Growth and Development ECE 200X

Prerequisite: ECE 100X — Infant and Child Development.
The behaviour and development of the child from age three through adolescence is studied. A variety of theories will be examined for their contribution to the understanding of human growth and development.

Tues. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $42.00
January 7 to April 15

FamilyWork

Post diploma program

This new post diploma program in Family Work is designed for working professionals who hold diplomas or degrees in a human service field and who are currently involved or wish to become involved in family work.

The program consists of four evening courses to be taken over a year — a total of 180 hours of instruction including 36 hours of clinical experience.

Post Diploma Program in Family Work courses will be offered as follows at the Nightingale Campus:

Semester I
September 1986
7:30 p.m. to 9:30 p.m. HSE 403 Influence on the Family
5:30 p.m. to 7:30 p.m. HSE 400 Working with Families in the Home

Semester II
February 1987
5:30 p.m. to 7:30 p.m. HSE 402 Family Counselling Practice Lab
7:30 p.m. to 9:30 p.m. HSE 401 Interviewing & Assessment

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9 or call ***(416) 967-1212, ext. 4220***

Children with Special Needs — ECE 201X

This course looks at the genetic and environmental factors that contribute to specific problems in child growth and development, to meet the special needs of the children.

Starts September/86

Curriculum Development — ECE 202X

This course integrates a theoretical framework for examining the learning process with a developmental interest, such as science, drama, etc.

Starts September/86

Planning, Management and Legislation — ECE 203X

A study of the resources and skills needed in setting up and managing a day care centre, starting with legal requirements, initial stages of planning and developing programs and progressing to final stages of financing, accounting and managing a day care operation.

Tues. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $42.00
January 7 to April 8

History and Philosophy of Early Childhood Education — ECE 204X

This course reviews the significant innovations in the field of early childhood and investigates current models for the care and education of young children.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $14.00
April 17 to May 29

Family Dynamics — ECE 206X

This course has been designed to facilitate the student in examining the theory and dynamics involved in understanding working with families. The course of study will be directed towards understanding family dynamics, which will include purposes, tasks, roles, relationships, communications patterns, disciplining and problem solving.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $28.00
January 9 to April 10

Parent Education II — ECE 207X

Prerequisite: Successfully completing ECE 118X — Parent Education I.
This parent education and interviewing course includes further study in methods of parenting, working with parents both singly and in group in an early childhood setting.

Starts September/86

Professional Development — ECE 208X

This course is designed to meet two major objectives: exploring and examining the notion of "Professionalism" and facilitating the transition from student to employee.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $28.00
January 9 to April 10

Field Practice — ECE 212X

Prerequisite: ECE 113X — Field Practice and ECE 114X — Field Practice.
Course Content: Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children.

Mon. to Fri.
160 hours Fee: $25.00

Field Practice — ECE 213X

Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children. Field practice is arranged on an individual basis with the program co-ordinator.

Mon. to Fri.
160 hours Fee: $25.00

Movement and Drama — ECE 215X

Students are involved in movement and drama experiences. The skills developed are related to program planning for pre-school children.

Tues. 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $14.00
April 15 to May 27

Science Experience — ECE 216X

Students identify scientific concepts inherent in normal routine programs for pre-schoolers and then are required to plan programs which include age-related science experiences.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $14.00
April 17 to May 29

Principles of Day Care II — ECE 217X

Prerequisite: Successfully completing ECE 104X — Principles of Day Care I.
Principles of Day Care II is a continuation of studying program in Early Childhood settings with emphasis on studying guidance techniques that are currently used in Early Childhood Education.

Starts September/86

Language and Communications — ENG 114X

Students gain practice in writing and oral communication skills with emphasis being placed on the recording of observed behaviour of children.

Tues. and Thurs. 6:30 to 8:30 p.m.
Nightingale Campus
28 hours Fee: $28.00
April 29 to June 12

Introductory Sociology — SOC 106X

The basic concepts of sociology will be examined in the context of Canadian society. The significance of these concepts — intergroup relations, class structure, culture and institutions — will be related to the care of children in day care settings.

Starts September/86

Introductory Psychology — PSY 107X

This course will explore the various branches of psychology to provide the student with a basic understanding of human behaviour and how it applies to children in day centres.

Thurs. 6:30 to 8:30 p.m. Nightingale Campus
28 hours Fee: $28.00
January 9 to April 10

Activation Coordinator Diploma

This part-time program is designed to provide training for persons employed or seeking to become employed in activity programming in either institutions or community settings providing services for the elderly and/or handicapped persons.
The course content will provide students with the knowledge and skills specific to the needs of the increasing number of people in the period of later life or the disabled.
An admission interview is required; details of registration will be made available to those accepted into the program.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9. Telephone 967-1212, M. Gaffney ext. 4242.
Courses are offered Monday, Tuesday and Thursday between 3 and 9 p.m.

The following courses must be completed in order to obtain the Diploma:
ACT100X — Growth and Development
ACT104X — Activity Planning
ENG128X — Communications
ACT105X — Use of Crafts and Hobbies
SOC172X — Introductory Sociology
ACT109X — Group Process
ACT102X — Working with the Handicapped
ACT103X — Ambulation and Exercise
FLDP101X — Field Practice
FLDW101X — Field Work Seminar
ACT215X — Community Resources
ACT106X — Normalization and Remotivation
PSY114X — Psychosocial Needs
GERI100X — Geriatric Impairments
PSY205X — Psycho-Geriatrics
PDE200X — Program Development and Evaluation
FLDP102X — Field Practice
FLDW102X — Field Work Seminar
ACT209X — Special Purpose Groups
ACT214X — Counselling Skills
ACT208X — Assessment Skills
BUS210X — Organization and Management Skills
CS200X — Coordination Skills
FLDP203X — Field Practice
FLDW203X — Field Work Seminar
PSY169X — Introduction to Psychology

Growth and Development — ACT 100X

An examination of normal physiological growth and development throughout the life cycle will be followed by an examination of the biological changes that occur in aging.

Thurs. 4:30 to 6 p.m. Nightingale Campus
25.5 hours Fee: $25.50
January 9 to May 1

Activity Planning ACT 104X

The goals, resources, assessment and implementation skills required in the conducting of effective activities are studied in the context of appropriate activities. Topics included: goal setting for individual clients, assessment of both human (residents, staff volunteers, families and other agencies) and material (funds, equipment, improvisations of equipment and materials) resources, audio-visual skills and program assessment. Programs examined include such activities as outings, games, parties, dances, bazaars, dinners, exercise, and recreation. Methods for promoting community integration are considered.

Starts September/86

Communications ENG 128X

Students consider the role of the Activity Director within the health care system. They practice the communication techniques required to function in an effective manner within the role.
The course content includes letters, reports, proposal and brochure writing as well as poster design. Instruction and practice in verbal and non-verbal communication, role play and public speaking as related to the role of the Activity Director receives major emphasis.

Starts September/86

Use of Crafts and Hobbies ACT 105X

Students practise a variety of crafts and hobby skills such as sewing, needlework, and jewellery making, appropriate to the mental and physical capacity of the elderly and/or handicapped.

Tues. 3 to 4:30 p.m. Nightingale Campus
25.5 hours Fee: $25.50
January 7 to April 29

Introductory Sociology SOC 172X

This course examines the basic concepts in sociology which are then used in analyzing various aspects of Canadian Society, i.e. intergroup relations, rural and urban communities, social classes and social institutions.

Thurs. 3 to 4:30 p.m. Nightingale Campus
25.5 hours Fee: $25.50
January 9 to May 1

Group Process ACT 107X

This course is designed to provide learning the theoretical and experiential level which will improve the students' understanding of group process as well as furthering the ability to work in groups as a facilitator. The specific focus will be in gerontology.

Starts September/86

Working with the Handicapped ACT 102X

Skills that are necessary for working with the handicapped are studied and practiced. Safety, transfers, care during excursions, emergency first aid, communication with the communication impaired and reality oriented approaches form the basis of the course.

Tues. 6:30 to 8 p.m. Nightingale Campus
25.5 hours Fee: $25.50
January 7 to April 29

Ambulation and Exercise ACT 103X

Through demonstration and practice students will gain the skills necessary to promote and maintain fitness amongst both the well and the impaired elderly and handicapped. Specific topics will include fitness, exercises for gross motor/fine motor, perceptual and locomotor skills, adaptations for specific handicaps and the use of such ambulation aids as wheelchairs walkers, canes and crutches. The rationale for working under professional direction will be integrated through the course.

Tues. 8 to 9:30 p.m. Nightingale Campus
25.5 hours Fee: $25.50
January 7 to April 29

Field Practice I FLDP 101X

Supervised field work is an integral part of the program. Job skills will be developed through placement in a variety of programs and facilities. Students will be required to gain experience in both institutional and community agencies.
A prerequisite for Field Practice II.
Must be taken concurrently with Semester 2 courses.

Mon. to Fri.
300 hours Fee: $20.00

Field Work Seminar I FLDW 101X

Staff advisors meet with their students in Field Practice to discuss common concerns and explore issues raised in Field Placements. To be taken concurrently with Field Practice I.

Tues. 2 to 3 p.m.
25.5 hours Fee: $25.50
January 7 to April 29

Community Resources ACT 215X

Community Resources of potential assistance to the Activity Director working with the aged and/or handicapped and the means of effective use will be presented. The course will include relevant legislation, government services, health services, educational resources, community agencies, volunteers, other professions.

Starts September/86

Normalization and Remotivation ACT 106X

The theory of normalization and remotivation will provide a background for the development of the related practical skills. Emphasis will be placed on the use of the environment, skills to promote interest in personal interaction, aids to daily living, adaptive devices, continuing training and reality orientation.

Thurs. 8 to 9:30 p.m. Nightingale Campus
25.5 hours Fee: $25.50
January 9 to May 1

Psychosocial Needs PSY 114X

This course will deal with social and emotional needs, especially as they relate to the aged and the handicapped. Topics will include societal attitudes to the aged and the handicapped, losses and adjustments of aging, retirement, and a comparison of life in the community with life in an institution.

Starts September/86

Geriatric Impairments GERI 100X

In this course students will learn about those physical disorders commonly suffered by the handicapped and the elderly and their effect on the individual's ability to function. Conditions that will be studied are: cardiovascular disease, diabetes, Parkinson's disease, cerebral palsy, organic brain syndrome, cancer, respiratory disorders, vision, hearing and speech losses, fractures, arthritis and multiple sclerosis.

Starts September/86

Psycho-Geriatrics PSY 205X

In this course students will learn about behaviour disturbances and dependencies with emphasis on those most commonly found amongst the elderly. Topics to be covered will include chronic mental health problems with emphasis being placed on behaviours such as depression anxiety, alcoholism and withdrawal. Aspects of dealing with death and dying will also be included.

Thurs. 6:30 to 8 p.m. Nightingale Campus
25.5 hours Fee: $25.50
January 9 to May 1

Program Development and Evaluation PDE 200X

Through a study of survey techniques, program design and program assessment the student will gain competence in the development and implementation of meaningful programs.

Starts September/86

Field Practice II FLDP 102X

A prerequisite for Field Practice III.
Must be taken concurrently with Semester 4 courses but may be extended beyond that period. See Field Practice I for description.

Mon. to Fri.
300 hours Fee: $20.00

Field Work Seminar II FLDW 102X

Staff advisors meet with their students in field practice to discuss common concerns and explore issues raised in field placements.
To be taken concurrently with Field Practice II.

Starts September/86

Special Purpose Groups ACT 209X

In this advanced level course, students explore in depth the organization, function and potential of special purpose groups. A wide variety of group possibilities such as residents' councils, clubs for music, drama, or art, reality orientation groups and volunteer groups are considered.

Starts September/86

Group Process ENG 223X

This course provides theoretical and experiential understanding of group process and will improve the student's ability to work in groups as a facilitator.

Starts September/86

Assessment Skills ACT 208X

Incorporates the skills of assessment of individual physical, social and emotional needs and interests followed by methods of adapting the environment, activities of daily living and program placement to meet individual needs. These skills can be practised as a team member under professional supervision.

Thurs. 3 to 5 p.m. Nightingale Campus
30 hours Fee: $30.00
January 9 to May 1

Organizational and Management Skills BUS 210X

Students will gain the organizational and management skills essential to the operation of an efficient program department. Topics will include budgeting, supervision techniques, report, agenda, minutes and proposal writing as well as conducting meetings.

Thurs. 5 to 7 p.m. Nightingale Campus
30 hours Fee: $30.00
January 9 to May 1

Coordinating Skills CS 200X

Through theory and practice students will acquire the coordinating skills that are helpful in utilizing resources and working with residents, other staff, volunteers and agencies. Topics will include: teaching techniques, resources utilization (audio-visual, educational and social), the recruitment training and direction of volunteers, supervision of field placement and agency liaison.

Thurs. 1 to 3 p.m. Nightingale Campus
30 hours Fee: $30.00
January 9 to May 1

Field Practice FLDP 203X

See FLDP 900 for description.

Mon. to Fri.
300 hours Fee: $20.00

Field Work Seminar III FLDW 203X

Staff advisors meet with their students in field practice to discuss common concerns and explore issues raised in field placements.
To be taken concurrently with Field Practice III.

Thurs. 6 to 7 p.m.
15 hours Fee: $15.00
Starts September/86

Community Worker Diploma

The Community Worker program enables people with experience in community work or other community involvement to enhance and develop their knowledge and skills. It has been developed in consultation with experienced community workers representing grass-roots community groups and public and private agencies.
The program consists of classroom instruction and field work practice. Emphasis is placed on developing greater understanding and insight based on life experience and on learning by sharing ideas and experiences. Each student is expected to be mature and self-directing and assume the major responsibility for his/her own learning. The Community Worker is a generalist who works primarily in a resource capacity with groups and individuals at the grass-roots and small institutions level.
For further information on the Community Worker Diploma program, please call Bill Vine, 967-1212, ext. 4250.

Field Work I CW 100X

Course Content: In this practicum course a catalytic approach is utilised enlisting citizen participation and encouraging citizen leadership to mobilize identified resources around issues of concern to communities.
Note: Registration for this course requires the approval of the program coordinator.

Mon. to Fri.
200 hours Fee: $25.00

Community Services and Resources CW 102X

Course Content: This course aims at acquainting students with systems of existing services and analyzing methods of modification for enabling agencies to become more relevant to community needs.

Starts September/86

Group Process I CW 105X

Course Content: A combination of a structured activities and unstructured group experiences encourage growth in self-awareness, communications, effective interpersonal relating skills and group dynamics. Empathy, confrontation, acceptance, active listening and congruence are emphasized.

Starts September/86

Human Growth and Behaviour I CW 109X

Course Content: This course provides an age/stage survey of human development from conception through adulthood to death. The physical, cognitive, emotional and social characteristics of each stage are studied to illustrate basic concepts and theories of personality development.

Nightingale Campus
21 hours Fee: $21.00
Date: To be determined in 1986

Human Growth and Behaviour II CW 110X

Course Content: This course examines the current labelling of abnormal human behaviour and explores in detail those categories most likely to be confronted by the community worker.

Nightingale Campus
21 hours Fee: $21.00
Fall 1986

Communication and Understanding Media CW 111X

Course Content: An examination of effective oral and written communication with specific focus on relationships with newspapers and television in developing a "good press." Included are layout of flyers, newsletters, press releases, etc.

Mon. 7 to 8:30 p.m. Nightingale Campus
21 hours Fee: $21.00
January 6 to April 7

Community Work Theory and Practice I CW 112X

Course Content: Systems theory is used as a basic framework for exploring several methods of community work practice. Specific basic skills are introduced and developed including how to run meetings, do agendas, establish organizations, develop structures through analyzing, organizing, planning and evaluating.

Starts September/86

Political Science I CW 113X

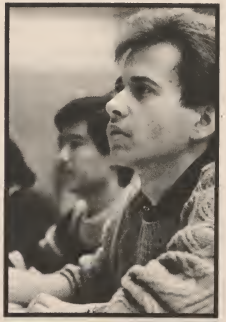
Course Content: A study of political processes in the community as they affect the role and tasks of the community worker or community organizer. The emphasis is on the federal and provincial levels. The major divisions in society are identified and their consequences on the political system are analysed.

Starts September/86

Business Administration CW 114X

Course Content: An introduction to office management, bookkeeping and personnel practices. Proposal writing and grant applications are examined as well.

Starts September/86



Field Work II CW 200X

Course Content: A more intensive and extensive experience in the field involving more complex and independent tasks in organizing. More opportunity for integrating theory and class room knowledge, skill development and carrying normal agency responsibility is provided. Learning goals are clearly set and evaluated in cooperation with agency supervision and college liaison.
Note: Registration for this course requires the approval of the program coordinator.

Mon. to Fri.
300 hours Fee: $25.00

Field Work Seminar CW 201X

Course Content: This course will integrate the skills learned in group process and community work theory and practice. The student will develop skills in evaluating his/her own practice using feedback and support of the group.

Tues. Nightingale Campus
42 hours Fee: $42.00
September 1986

Group Process II CW 205X

Course Content: The overall concept of this course is to demonstrate group development from an analysis and demonstration of the dynamics and potential of the small group through an exploration of leadership and facilitator roles to achieve goal setting and action. Included are skill development exercises and creative problem-solving.

Starts September/86

Community Legal Studies CW 210X

Course Content: This course explores the legislative structure permitting community legal services, the knowledge base needed, skills required and matching attitudes. It will examine samples of legislation: Tenant, Landlord, Workers' Compensation and Unemployment Insurance.

Tues. 1730-1900 hrs. Nightingale Campus
21 hours Fee: $21.00
Date: To be determined in 1987

Aged in the Community CW 211X

Course Content: Students will learn the specific services for, and needs of, the elderly and develop skills to assist the elderly in maintaining community involvement and greater control of services designed for them.

Tues. 1900-2030 hrs. Nightingale Campus
21 hours Fee: $21.00
Date: To be determined in 1987

Community Work Theory and Practice II CW 212X

Course Content: Case presentations are used to further develop an understanding of the community worker role and the choice of strategy in achieving goals. The student is also sensitized to value and attitude differences as part of the analysis of the community. Beginning, middle and ending phases of community work are identified to maximize community self-management and self-direction.

Tues. 1400-1530 hrs. Nightingale Campus
42 hours Fee: $42.00
Fall of 1986

Political Science II CW 213X

Course Content: A further development in understanding political processes with special focus on the municipal level and the interdependencies on the provincial and federal governments. Needs of specific constituencies like the handicapped will be matched with the political processes and structures.

Starts September/86

Co-Op Management Studies CW 214X

Course Content: Relevant legislation which permits or facilitates cooperatives forms the basis for conceptualizing self-management and self-direction and related skills to achieve healthy cooperatives in housing and other services.

Tues. 1900 to 2030 hrs. Nightingale Campus
21 hours Fee: $21.00
Date: To be determined in 1986

Analysis of Service Systems CW 215X

Course Content: Using organizational theory as a framework, health, housing and education services are analyzed. Key values and implications for development and delivery of service are explored.

Mon. 1900-2030 hrs. Nightingale Campus
21 hours Fee: $21.00
January 1986

Sociology SOC 109X

Course Content: This course introduces basic concepts of sociology and applies them to social institutions, communities and small groups. An emphasis is placed on those phenomena most frequently encountered by community workers.

Starts September/86

Post-Diploma Certificate: Early Childhood Education Resource Teacher

This certificate program provides professional early childhood educators with the knowledge and skills necessary to work with children who have special needs. Upon successful completion of this program, graduates will be qualified to become Resource Teachers as defined by the Day Nurseries Act.

Curriculum will focus on integration and programming for both individuals and groups. As a Resource Teacher, you will be able to serve as the primary consultant and support for a special needs child and her/his family and to work with all kinds of special needs children. Graduates will be able to sensitively and appropriately integrate special needs children into mainstream preschool programs and provide specific help in specialized programs.

Admission Requirements:

1. Early Childhood Education diploma or equivalent.
2. Previous experience (minimum 105 hours) with children who are developmentally delayed, as defined by the Day Nurseries Act.

   This experience could have occurred in a supervised field placement during the applicant's Early Childhood Education training, or through volunteer or work experience.
3. One year post-diploma work with children in a group care setting.
4. Orientation session with program co-ordinator.

Completion Requirements:

Year One

ECE 400	Introduction to Resource Teaching
ECE 401	Individual Developmental Planning I
ECE 406	Field Practicum I
ECE 403	Working With Families

Year Two

ECE 402	Individual Developmental Planning II
ECE 407	Field Practicum II
ECE 404	Advocacy in the School and Community
ECE 405	Co-ordinating Resources
ECE 408	Field Practicum III

Introduction to Resource Teaching ECE400

This course will introduce students to the role and function of resource teachers, provide a philosophical bases for integration and normalization, examine the current legislation affecting the care and education of children with special needs, and explore modes of using community resources effectively.

Mon. 6:30 to 9:30 p.m. Nightingale Campus
36 Hours Fee: $36.00
Not offered this year.

Individual Developmental Planning I ECE 401

This course examines the preparation of individual developmental plans. Students will learn to assess individual children's development levels; utilize assessmnet tools appropriately; develop objective and specific developmental goals; teach goal-directed lessons; integrate the individual child into the group; and evaluate progress.

Mon. 6:30 to 9:30 p.m. Nightingale Campus
36 hours Fee: $36.00
Not offered this year.

Field Practicum I ECE 406

Pre-requisite: Individual Develpmental Planning I — ECE 401
The student will be helped to integrate theory and practice by working in an integrated setting for 105 hours of supervised field placement. Students will observe and analyse the role of resource teacher and work as a team member with staff to assess, plan, implement and evaluate Individual Develpmental Planning. This course is a pre-requisite for Individual Develpmental Planning II.

105 hours as arranged Fee: $50.00

Working with Families ECE 403

Pre-requisite; Individual Developmental Planning I — ECE 401
This course focuses on work with pre-school children with special needs in the home setting. Students will learn to demonstrate empathy for, and provide support to families; help families accept and understand their own special needs; aid parents in finding and evaluating appropriate treatment and their children's special needs.

Mon. 6:30 to 9:30 p.m. Nightingale Campus
36 hours Fee: $36.00
Not offered this year.

For information please call (416) 967-1212, ext. 4220.

Health Care Aide Certificate

This program provides a basic training for those who wish to work with patients in long-term or chronic care facilities. Under the supervision of a registered nurse, the health care aide provides personal care for the comfort and safety of residents and is involved in the process of creating a climate to promote the optimal physical, social and emotional well-being of each resident.
The Health Care Aide Program was developed by and is recognized by the Ministry of Health, Ministry of Education and the Ministry of Community and Social Services.

Admission Requirements
Grade 10 — mature persons 19 years of age and over with less than Grade 10 will be considered individually.
Facility with English.
A personal interview.
Length of Program — 480 hours — offered part-time in both day and evening courses.
Further details regarding registration and the structure of the program may be obtained from:
Health Care Aide Program
Community Services
George Brown College
P.O. Box 1015, Station "B"
Toronto, Ontario M5T 2T9
Telephone: 967-1212, M. Gaffney

The following courses must be completed in order to obtain the certificate.
CARE900 — Communications
CARE901 — Biological Needs
CARE903 — Social and Emotional Needs
CARE908 — Clinical 1
CARE909 — Clinical 2
CARE910 — Clinical 3

Post-Diploma Certificate in Human Services Management

This program provides managers and supervisors in human services with a better knowledge and appreciation of their roles and responsibilities and prepares non-management staff for career advancement.

The understanding of the management process will be related to working situations. Emphasis will be placed on the acquisition of skills using both experimental and lecture formats.

Dates:
Winter Semester:
January 6 to March 24

Spring Semester:
March 31 to June 23

Entry Requirements:

To be accepted into the program applicants must:

- Have completed a post-secondary diploma-level program in the area of human services (or equivalent).
- Have completed a minimum of two years employment in a human services agency.
- Be in a supervisory or management position or be on staff at an agency and wish to prepare themselves for promotion.

Participants must complete the required course and five of the eight electives in order to obtain the certificate.

Required:

HSE 410 Management Context and Techniques

Electives:

HSE 411 Structure Politics and Dynamics of the Organization
HSE 412 The New Technology
HSE 413 Funding and Fund Raising
HSE 414 Marketing Concepts and Strategies
HSE 415 Personnel Practices
HSE 416 Board, Agency and Community Relations
HSE 417 Planning and Evaluation
HSE 418 Financial Management

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9 or (416) 967-1212, ext. 4220.

Communications CARE 900

This course promotes a better understanding of the cultural patterns and social values of the institutional population. Verbal and non-verbal communication along with the effective use of English are emphasized.

Mon. 6 to 10 p.m.
Nightingale Campus
36 hours Fee: $36.00
January 6 to March 3
March 24 to May 26

Biological Needs CARE 901

Students will be introduced to normal body processes and the physical changes which occur during the life cycle. Nutritional needs to maintain health with special reference to the needs of the elderly will be considered.

Wed. 6 to 10 p.m.
Nightingale Campus
36 hours Fee: $36.00
January 9 to March 5
March 26 to May 21

Social and Emotional Needs CARE 903

This course examines the basic social and emotional needs of individuals as a background to understanding the emotional and mental changes which occur with aging and institutionalization.

Tues. 6 to 10 p.m.
Nightingale Campus
36 hours Fee: $36.00
January 7 to March 4
March 25 to May 20

Clinical 1 CARE 908

This course is a combination of theory, demonstration and student practice. Students learn the basic principles of care with emphasis being placed on the needs of residents, and the application of these skills in a variety of institutional facilities.

Tues. 6 to 10 p.m.
Nightingale Campus
56 hours Fee: $56.00
January 7 to March 18
March 25 to June 3

Clinical 2 CARE 909

Methods of remotivation and means of minimizing the disabling effects of aging and chronic disease are demonstrated and practiced. Students learn how to apply these skills in a variety of situations.

Thurs. 6 to 10 a.m.
Nightingale Campus
36 hours Fee: $36.00
January 9 to March 6
March 27 to May 22

Clinical 3 CARE 910

Students will be placed in an institutional setting for the purpose of developing the job competencies of the Health Care Aide. Those who can document competency through employment status will be eligible to apply for exemption from this course.

Mon. to Fri.
200 hours Fee: $30.00
Date: To be arranged with co-ordinator

Educational Assistant Certificate

This series of courses is designed only for Educational Assistants who are currently employed by a Board of Education. The basic objective is to provide Educational Assistants with the fundamental, practical skills and theoretical concepts to assist them in their classroom work with children.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9. Telephone 967-1212, ext. 4220.

The following courses must be successfully completed in order to obtain the certificate. Courses are offered on Tuesdays between 5 and 8:30 p.m.
EA900 — Child Development
EA901 — The School and the Community
EA902 — Language and Listening Skills
EA903 — Program Skills
EA904 — Classroom Practice

Child Development EA 900

This course is designed to give the Educational Assistant a theoretical overview of child development with the focus on the pre-school to early adolescence years. A variety of theories will be examined with specific emphasis on the humanistic viewpoint.

Starts September/86

The School and Community EA 901

This course is designed to examine the interplay between the school and its surrounding community and study the implications of community involvement with the school. The course will also examine the Ontario education system and relevant legislation.

Starts September/86

Language and Listening Skills EA 902

This course examines the basic stages of language development and emphasizes the acquisition of skills which promote language and listening ability for both normal and exceptional children.

Tues. 5 to 6:30 p.m. Nightingale Campus
22.5 hours Fee: $22.50
January 7 to April 22

Program Skills EA 903

This course examines the theoretical concepts, practical skills and resources necessary for the Educational Assistant to assist the teacher in effectively implementing programs for children.

Tues. 7 to 8:30 p.m. Nightingale Campus
22.5 hours Fee: $22.50
January 7 to April 22

Classroom Practice EA 904

Classroom practice is an integral part of the program in affording students supervised and evaluated experience in the classroom setting. The evaluation of classroom practice will be carried out by the principal in consultation with the teacher. Students will be responsible for ensuring that the evaluation form is completed and returned to the coordinator.

Starts September/86

Community Law

Children, Youth and the Law NEW HS 900

The purpose of this course is to provide an understanding of two new Acts: The Child and Family Services Act and the Young Offenders Act. Students explore the nature of these laws as they relate to children, youth and families, and study the background and foundation upon which the legislation was developed. Susan Chernin and Dianne Caldwell, Counsels to Family and Children's Services of the Regional Municipality of York, lead the classes and are assisted by speakers from the police, and by staff from a child abuse team.

Wed. 6:30 to 8:30 p.m. Nightingale Campus
24 hours Fee: $24.00
January 15 to April 2

Advocacy: You Can Fight City Hall and Win NEW HS 903

This course is designed to focus on basic and essential advocacy skills. Course content emphasizes the skills necessary to practice advocacy in both the public and private sector. Special attention is paid to the needs of women, children, seniors and handicapped persons. Classes are led by a team comprised of: Sharon Richards, MSW (Carlton University) — 16 years of social service experience and agency board membership. Ellis Katsof, MSW (U of T) — consultant and founder of "Hire a Complainer, Your Consumer Advocate Service." Susan Chernin, LLB (University of Ottawa) — Counsel to Family and Children's Service of York Region and former private practice advocacy lawyer.

Mon. 6:30 to 8:30 p.m. Nightingale Campus
24 hours Fee: $24.00
January 13 to March 31

Health Care Across Cultures NEW HS 901

This practical course is designed for community health care workers wishing to enrich their knowledge of specific cultural patterns related to health care. It offers a framework for understanding the significance of culture in health, including the impact of the immigrant experience, and provides techniques for communicating effectively across cultures.

Mon. 6:30 to 8:30 p.m. Nightingale Campus
24 hours Fee: $24.00
January 13 to March 31

Pain: Theory and Therapy NEW HS902

This course is designed to introduce current theories and treatment strategies related to pain. The course covers the following topics: the neurophysiology of pain; the psychology of pain; theories of pain modulation and control; measurement of pain and diagnostic criteria for categories of pain; an overview of pain therapy: pharmacological, neurological, psychological, and experimental.

Tues. 6:30 to 8:30 p.m. Casa Loma Campus
36 hours Fee: $36.00
January 14 to April 2

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Computer Literacy PRGM 993
(An introduction to Microcomputers)

This course provides a straightforward introduction to the computer age. It covers the basic fundamentals of how computers work, what they can do, their limitations, and what is available today. Computer terminology is explained in straightforward terms, with helpful visual and audio-visual materials. Includes hands-on experience.

Wed. 6 to 9 p.m. St. James Campus
15 hours Fee: $65.00 Materials: $5.00
January 29 to February 26
March 12 to April 9
April 23 to May 21
June 4 to July 2

***For information** about this course please call 967-1212, ext. 3289/3290.*

Basic Keyboarding I KB 100X

This course is designed for those with no or almost no previous knowledge of typing. After the keyboard is thoroughly covered the remaining time will be spent on drills to promote speed and accuracy. A terminal speed of 20 to 25 words per minute is the desired goal.

Mon. and Wed. or
Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $5.00
January 27 or 28 to April 2 or 3
April 22 to June 26

***For information** about this course, please call 967-1212, ext 3289/3290.*

Introduction to Data Processing EDP 100X

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience using PL/1.
Text: Basic Fundamentals and Style

Mon. and Wed. or Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $50.00 Materials: $10.00
January 27 or 28 to April 2 or 3
April 21 or 22 to June 25 or 26

***For more information** about this course, please call 967-1212, ext. 32893290.*

Microcomputers

Introductory Microcomputer Programming PRGM 925

Course Content: Introduction to the microcomputer; hands-on experience; developing elementary graphics programs. Writing, running and saving programs; the language BASIC: programming in BASIC; input and output techniques. Demonstrations in the use of software; including business, educational and entertainment uses. Development of elementary business, technical and/or administrative programs.

***For more information** about this course, please call 967-1212, ext. 2481.*

Mon., Tues., Wed., or Thurs 7 to 10 p.m.
Sat. 1 to 4 p.m. Kensington Campus
30 hours Fee: $30.00
January 20, 21, 22, 23, 25 to
March 24, 25, 26, 27 and April 4

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Microcomputer Programming Techniques PRGM 935

Prerequisite: PRGM 925 or equivalent.
Course Content: Review of BASIC programming techniques; advanced looping and branching techniques. Advanced BASIC statements; subscribed variables; arrays. Algorithms and problem-solving methods; the use of flowcharting and/or pseudo-code; program documentation, sorting techniques including Bubblesort and Shellsort. Introduction to file handling on cassette and disk; creating, maintaining, updating, sorting and merging files. Students will develop a project of their own choice.

***For more information** about this course, please call 967-1212, ext. 2481*

Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00
January 20 to March 24

Sat. 1 to 4 p.m. Casa Loma Campus
January 25 to April 4

Advanced Microcomputer Programming Techniques PRGM 955

Prerequisite: PRGM 935, Microcomputer Programming Techniques or equivalent.
Course Content: Use and operation of the disk drive; advanced file handling with sequential and relative files; advanced sorting routines; file maintenance, updating and merging techniques; structured programming using Waterloo BASIC, program maintenance, use of the system monitor, binary and hexadecimal arithmetic; machine language introduction: assemblers and disassemblers; machine language.

***For more information** about this course, please call 967-1212, ext. 2481*

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00
January 21 to March 25

Micro-Ordinateur I PRGM 925A

For course description, see the Courses in French section, page 79.

Micro-Ordinateur II PRGM 935A

For course description, see the Courses in French section, page 80.

Microcomputers in Business EDP 800

Prerequisite: This course is not for the novice. Students must have familiarity with micros, general business procedures, and bookkeeping.
Course Content: Microcomputers are employed in a myriad of activities ranging from typical applications such as printing mailing labels, creating personalized letters on a word processing system, and handling accounting procedures and inventory control tasks, to sophisticated applications for production scheduling, sales analysis, forecasting and business simulations. In order to compete in today's complex business environment, management of small firms is relying increasingly on computer systems that provide accurate, timely and comprehensive information.
Text: Software Solutions for the IBM PC

Sat. 9 a.m. to 1 p.m. St. James Campus
44 hours Fee: $94.00 Materials: $8.00 and purchase of text.
January 25 to April 5
April 26 to July 12

Also offered at Castle Frank High School:
Mon. and Wed. 4 to 7 p.m.
January 13 to February 24
Tues. and Thurs. 6:30 to 9:30 p.m.
January 14 to February 25

Register in person at Castle Frank High School, 711 Bloor St. E., Toronto M4W 1J4. Call Castle Frank, 962-4871, before registering.

***For more information** about this course, please call 967-1212, ext. 3289/3290.*

Languages

'C' Programming Language PRGM 933

Prerequisite: Programming experience in at least one other language.
This course has been designed to provide hands-on experience in the following: Introductory 'C' programming, program structure, strings, variables and pointers, control flow, functions, arrays, input/output and debugging. Text book and other materials will be additional costs.

Tues. & Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $195.00
January 21 to March 27

***For more information** about this course, please call 967-1212, ext. 2481.*

COMPUTER COURSES AT DIXON HALL

Dixon Hall, in cooperation with George Brown College and Canada Employment and Immigration, is offering free micro-computer courses this winter.

Computers in the Community is designed to meet the special needs of women, unemployed and low-income adults, visible minorities, immigrants, and the disabled.

Fourteen-week and seven-week courses, and one-day workshops will be offered January 9 to April 10.

Courses are offered in the afternoons, evenings, and Saturdays in these areas:

Keyboarding Skills/Data Entry
Word-Processing
Computerized Accounting
Business Applications on a Micro
Data Base Management Systems
Career Counselling
Job Placement
Computer Drop-In Centre
Introduction to Computers for Immigrant Women

DIXON HALL

For more information on courses and how to register, call Dixon Hall, 58 Sumach Street after noon at **863-0498.**

An Introduction to the Programming Language FORTH PRGM 905

Prerequisite: PRGM 925 — Introductory Microcomputer Programming, or equivalent.
This course teaches programming techniques in FORTH with special consideration to time efficiency, space efficiency and transportability.
Course Content: This course covers the following topics: characteristics of the FORTH language; variables, constants and other programming constructs; stacks and postfix notation, stack manipulation; character and line editing commands, use of disk by FORTH; simple and compound conditional statements; control loops; input and output (disk access command, output command, string manipulation, etc.).

***For more information** about this course, please call 967-1212, ext. 2481.*

Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $75.00
January 22 to March 26

COBOL I EDP 101X

Prerequisite: EDP 100X or equivalent. Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.
Text: COBOL: A Structured Approach

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $50.00 Materials: $10.00 and purchase of text.
January 28 to April 3
April 22 to June 26

***For more information** about this course, please call 967-1212, ext. 3289/3290.*

You'll find many other computing courses in this directory — courses related to specific interests and skills.

- Computer Numerical Control, page 94.
- Computer Typesetting, page 61.
- Certificate in Digital and Microprocessor Techniques, page 91.

THERE'S MORE

COBOL II EDP 200X

Prerequisite: A "C" standing in COBOL I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.
Text: COBOL: A Structured Approach

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
42 hours Fee: $42.00 Materials: $10.00 and purchase of text.
January 28 to April 3
April 22 to June 26

***For more information** about this course, please call 967-1212, ext. 3289/3290.*

Introduction to dBASE II PRGM 994

This course requires hands-on experience and will be of interest to the self-taught user.
You will learn the capabilities, limitations and constraints of the language as well as the key commands, and how to construct and use dBASE II applications.

Mon. 6 to 9 p.m. St. James Campus
15 hours Fee: $95.00 Materials: $10.00
January 20 to February 17
March 3 to March 31
May 5 to June 9

***For more information** about this course, please call 967-1212, ext. 3289/3290.*

Advanced dBASE II PRGM 995

Prerequisite: PRGM 994
This course reaches beyond the basics and is designed for the would-be expert. It requires a working knowledge of dBASE II fundamentals.

Mon. 6 to 9 p.m. St. James Campus
15 hours Fee: $75.00 Materials: $5.00
April 7 to May 5

***For more information** about this course, please call 967-1212, ext. 3289/3290.*

Driver Training

Professional Driver Improvement Course TRAN 905

Course Content: This course is a series of 8 films and lectures designed to inform commercial straight truck and tractor trailer drivers on driving strategies and techniques designed to assist in preventing collisions. The course is designed by professionals in the field of transportation, education and safety.

100 Cherry St.
8 hours Fee: $37.00
Dates: Continuous

Dual Air Brake System NEW TRAN 700

This course covers the following topics: braking systems; single air; dual air; troubleshooting. This course is designed to introduce the student to a dual air brake system on transport trucks using a working air brake board and actual transport trucks.

100 Cherry St.
Sat. 8:00 a.m. to 5 p.m.
Dates: Continuous

Driver Instructor Education Course

This course is conducted in conjunction with the regulations as established by the Ministry of Transportation & Communications which govern the licensing of Driver Instructors.
Prerequisite: Applicants must first receive authorization from a Ministry of Transportation & Communication Driver Examination Centre.

130 hours (90 classroom hours, 40 in-car hours)
Fee: $645.00
Evening Course/Day Course

***For more information** please contact the Industrial Training Division at 362-2471.*

Creative Fashion Design/ Apparel Management

The courses listed below are offered to people in the apparel industry who wish to upgrade their skills and knowledge in a given specialty. They are also useful to those who wish to upgrade their home sewing and design skills and to have some exposure to industrial techniques.
Some short courses in Apparel Construction Technology and Fur and Leather Technology are given during the day as specified and by arrangements with the full-time day staff.
Some courses listed below bearing code numbers in the one, two, three or four hundred series carry credits which can be used toward a two- or three-year diploma in specialized programs. Please contact the Fashion Department for details.

Apparel Construction I (Dressmaking Elementary) DRES 141X

Course Content: Elementary dressmaking using commercial patterns; samples, measurements, relationship of pattern, style and fabric; laying-out patterns; sewing techniques (hand and industrial machines). Student to supply own materials.

Mon. and Wed. or Tues. and Thurs.
6 to 9 p.m. Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
January 20 or 21 to March 26 or 27

Apparel Construction II (Dressmaking Intermediate) DRES 145X

Prerequisite: DRES 141X — Apparel Construction I.
Course Content: Continuation of DRES 141X. Focusing on the important "How to's": fabric cutting, marking, stitching; fitting, finishing and pressing. Purpose and selection of supporting fabrics; selection and preparation of lining fabrics; preparation of the pattern and pattern alterations. Students select projects beyond the beginner's difficulty by instructor's approval.

Mon. and Wed. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
January 20 to March 26

Apparel Construction III (Dressmaking Advanced) DRES 151X

Prerequisite: DRES 145X — Apparel Construction II or proof of equivalent competency.
Students construct more complex garments of advanced design and sensitive fabrics.
Course Content: Efficient use of materials to minimize waste. Student selects the fabric and the pattern for a dress of complex design; pattern alteration for proper fitting; application of lining where necessary; finishing techniques for different materials. Students supply own materials.

Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
January 21 to March 27

Apparel Pattern Drafting I (Elementary) PAT 141X

Prerequisite: Knowledge of dressmaking and practical experience.
Students learn a new approach to an easy efficient method of drafting a pattern from own design or from a designed garment from a fashion magazine.
Course Content: Elementary pattern design; size and age ranges (such as misses 8, 10, 12 . . .) junior, women, half sizes; master blocks; drafting patterns full scale from fashion drawings for skirts, slacks and blouses. Students supply own materials.

Mon. and Wed. or Tues. and Thurs.
6 to 9 p.m. Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
January 20 or 21 to March 26 or 27

Apparel Pattern Drafting II (Intermediate) PAT 143X

Prerequisite: PAT 141X — Apparel Pattern Drafting I or equivalent experience.
Students learn to draft and develop skills in pattern drafting to comply with the fashion industry.
Course Content: Drafting to manufacturing sizes; misses dresses; evening dresses; jackets; outer wear; lingerie. Students to supply own material.

Tues. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $15.00
January 21 to March 25

Apparel Pattern Drafting III (Advanced) PAT 151X

Prerequisite: PAT 143X — Apparel Pattern Drafting II or equivalent experience.
From an original idea, students learn to draft an excellent pattern. Detail, proportion and fit to be perfect.
Course Content: Drafting patterns from an original idea. The categories are day-time dresses, evening dresses, jackets and coats. Consideration is given to fabric and price. Students to supply own material.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
January 23 to March 27

Children's Pattern Drafting Part I NEW PAT 901

Prerequisite: Practical experience in dressmaking.
This course is designed to introduce the student to drafting of children's patterns. Master blocks are used for the following patterns: sun dress, apron, skirt and pants. The skirt styles drafted are: gathers, tucks, pleats, flare, four gore, circle, front-button opening, side-front opening, shoulder straps and ruffles. A number of waist band styles, pocket styles, and a variety of pant styles and overalls are also covered in the course.

Sat. 9 a.m. to 1 p.m. Kensington Campus
60 hours Fee: $60.00 Materials: $15.00
January 25 to May 3

Tailoring (Ladies') DRES 146X

Prerequisite: Preferably DRES 145X — Apparel Construction II, or Basic sewing skills.
Students learn to develop tailoring methods for ladies' garments which are quick and easy to use in different situations.
Course Content: The students construct a suit or coat by using commercial patterns; altering a pattern to fit the wearer; cutting techniques, sewing and finishing by using industrial machines. Students select and supply own material and pattern.

Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
January 21 to March 27

Fashion Illustration I (Elementary) PAT 144X

Students develop techniques for sketching fashion garments as practised in the industry.
Course Content: An introduction to basic concepts in fashion illustration; industrial methods; rough sketch and working drawing achieving textures and pattern techniques in different media; finished drawings in a combination of media. Students to supply own materials.

Wed. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00
January 22 to March 26

Fashion Illustration II (Intermediate) PAT 154X

Prerequisite: PAT 144X — Fashion Illustration I (Elementary) or similar experience.
Students direct creative ability with additional technical knowledge into portraying fashion merchandise in a believable way.
Course Content: Commercial applications in fashion art; creative sketching; the use of line and colour to illustrate garments realistically and esthetically. Students supply own material.

Mon. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00
January 20 to March 24

Work Management (Time Studies) — (Apparel) AT 100X

Students learn the method for determining the time required to complete a job.
Course Content: Human relations in time study situations; methods to improve performance of the job understudy; proper timing procedures and record-keeping; rating the operators' performance; incentives for improving production.

Part-time day course.
Kensington Campus
64 hours Fee: $64.00 Equipment Fee: $15.00

For more information about dates and times, please call the Fashion department.

Personnel and Industrial Relations AT 161X

This course provides potential managers with information on different aspects of personnel management.
Course Content: Recruitment of staff: Résumés, formal tests and evaluations; proper interviewing procedures; effective training techniques; training curves and evaluation of different training programs; wage and salary administration; the point system, merit ratings and incentive system; promotions, transfers, seniority, safety and their impact on organizational effectiveness.

Part-time day course.
Kensington Campus
48 hours Fee: $48.00 Equipment Fee: $5.00

For more information about dates and times, please call the Fashion department.

Grading Techniques For Apparel Industry (Elementary) PAT 900

Students learn to take a finished pattern, with all the detail and pieces, and increase or decrease the pattern in size. Sizes vary from misses 6 to 20.
Course Content: Demonstration of skills of grading patterns by simple and reliable methods. Grading of patterns for all styles of misses and junior size garments. The course will help the student to better understand the mechanics of grading and thereby assist in producing garments with better fit.

Mon. or Tues. 7 to 10 p.m.
Kensington Campus
30 hours Fee: $30.00
January 20 or 21 to March 24 or 25

Window and Retail Display DISP 900

Prerequisite: Practical motivation.
Course Content: Purpose, concepts and uses of window display; basic tools, materials and graphics as used in fashion and menswear; practical merchandise trims; use of mannequins; display themes.

Mon. and Wed. 7 to 10 p.m. Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $10.00
January 20 to March 26

Window and Retail Display (Advanced) NEW DISP 903

Prerequisite: DISP 900
In this course, students explore a number of ideas about professional aspects of window display. The focus is on variety and the use of materials, display ideas with themes, and artistic presentation of display ideas. Creative use of materials for props and proper use of lighting is demonstrated by installing five different windows. Each presentation is followed by a critique. Students are required to do home assignments. Instruction is also given on how to present ideas for display to clients, and how to research the budget.

Tues. & Thurs. 7 to 10 a.m. Kensington Campus
60 hours Fee: $60.00 Materials: $10.00
January 21 to March 27

Dress for Success FASH 801

This course deals with a number of topics related to the successful selection of proper wardrobe and particularly with the following: the colour theory, colour groups and their suitability to certain people. Colours for different seasons. Determining one's colour group. Neutral, basic and accent colours. Body structure, figure types and suitable fabrics to each.
Fashion types: classical, dramatic, romantic and sporty. How to assemble wardrobes for various occasions. Facial characteristics and selection of proper accessories (hats, gloves, hair colour and hair style; selection of jewellery, shoes, bags, scarves, belts, stockings, etc.). Accessories for men (shirts, shoes, ties, socks, etc.). Budgeting and determining the quality and sizes. Vocabulary of the clothing language. Maintenance and alterations to update older clothing.
Students develop small projects assigned and evaluated by the course instructor.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $58.00
January 23 to March 27

Perfumes and Fragrances NEW FASH 900

Prerequisite: Employment in retail sales.
This course is designed to introduce the student to the field of perfumes and fragrances. It covers the following topics: an overview of the field; the physiological process of olfaction and odour perception; aromatic chemicals and natural and synthetic raw materials; manufacturing technology of perfumes; components, proportions and composition of perfumes; odour categories; fragrance groups; evaluation and description of 10 important fragrances; fields of application, selection and usage; and the techniques of selling.

Tues. and Thurs. 6:30 to 9:30 p.m.
Kensington Campus
60 hours Fee: $60.00 Materials: $10.00
January 21 to March 27

Essentials in Etiquette NEW FASH 802

This course is designed to introduce the student to socially acceptable modes of behaviour in a number of different life situations. Among the topics discussed are such social events as Christening, Confirmation, Bar Mitzvah, Engagements, Weddings and Banquets. Suggestions are made for acceptable forms of invitations, decoration, menu planning, wine and liquor selection, tableware, table settings and colour combinations for different occasions, table manners and how to deal with accidents. The course also deals with some business aspects of ethics and etiquette, such as job applications and interviews, office dress, entertainment, telephone manners, forms of business letters and other essential modes of behaviour.

Tues. 6 to 9 p.m. Kensington Campus
30 hours Fee: $75.00
January 21 to March 25

Machine Knitting

Knitting by Machine (Basic) CFT 900

Course Content: The course will familiarize the student with the basic concepts in operating a knitting machine. The student learns basic techniques in producing a garment. Lace, tuck, skip and faire-isle techniques will be shown and used. The student also learns how to produce a personal measurement chart and different finishing.

Tues. or Thurs. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
January 21 or 23 to March 25 or 27

Knitting by Machine (Intermediate) CFT 901

Prerequisite: CFT 900 — Knitting by Machine.
Continuation of skill development on the knitting machine and learning of new techniques.
Course Content: The students will continue developing skills on the knitting machine by charting of a variety of skirt styles (1/2 size samples) and weaving by machine techniques. They will also be introduced to the Knit-Leader and Ribber attachments, and some garment finishing methods.

Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
January 20 to March 24

Knitting by Machine (Advanced) CFT 902

Prerequisite: CFT 900 — Knitting by Machine — Basic and CFT 901 — Knitting by Machine — Intermediate.
To further develop skills in knitting by machine and to qualify the student for employment in the industry.
Course Content: Continuation of techniques learned. The course projects emphasize executing finished items, ranging from simple knits to elaborate designs and combining yarn with other materials. The course emphasizes the skills used in the knitting industry. Upon completion of the three courses, the graduates would be able to find employment in the knitting industry.

Wed. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
January 22 to March 26

Fur and Leather

Fur and Leather Design FUR 545A

Students learn to develop garments to fit individual clients according to body characteristics.
Course Content: Recognition of body differences and the use of pattern grading techniques to alter the pattern; use of tape measure and translation of body measurements to pattern; assisting the customer to select the style of collar, sleeve and body (i.e. box line, A-line, fitted, semi-fitted, etc.) according to his/her body type.

60 hours Fee: $60.00 Materials $10.00
By arrangement with the Fashion Department. Call 967-1212, ext. 4303 or 4336.

Leather Garment Manufacturing Techniques Part I NEW FASH 910

Prerequisite: Ability to operate an industrial sewing machine.
This course is an introduction to leather garment manufacturing. It is designed to teach the techniques required to produce garments in leather and suede.
Course Content: Pattern arranging to suit skins, cutting skills, assembly skills, finishing and lining garments. Students are required to supply own materials to produce a garment of their choice.

Tues. 7 to 10 p.m. Kensington Campus
36 hours Fee: $36.00
January 21 to March 26

Industrial Sewing

Serger Machine SEW 542X

Course Content: Special module (25 hours) for students reaching SEW 141X/151 objectives in less than 240 hours. Also available for part-time students during regular classes — how to operate serger as used in Ontario apparel plants. Students to supply own garment fabric.

Mon. to Fri. 8 a.m. to 3 p.m. Kensington Campus
25 hours Fee: $25.00 Equipment Fee: $15.00
Starts every Monday
By arrangement with the coordinator.

Blind Stitch Machine SEW 543X

Course Content: Special module as for SEW 542X — how to use blind stitch machine as used in Ontario apparel plants. Students to supply own garment fabric.

Mon. to Fri. 8 a.m. to 3 p.m. Kensington Campus
25 hours Fee: $25.00 Equipment Fee: $15.00
Starts every Monday
By arrangement with the coordinator.

Button-Hole and Button Sewer Machine SEW 544X

Prerequisite: Good eyesight and manual dexterity.
Students learn to work on a button hole and button sewer machine in a production setting.
Course Content: Training is given in the operation of the machine as used in Ontario apparel plants. Instruction in threading, manipulation of the garments. The dexterity required to operate the machine efficiently and the preventive maintenance, are the main features of the course.

Mon. to Fri. 8 a.m. to 3 p.m. Kensington Campus
25 hours Fee: $25.00 Equipment Fee: $15.00
Starts every Monday
By arrangement with the coordinator.

Hairdressing and Barbering

Hairdressing for Barbers HAIR 901

Prerequisite: Ontario Certificate of Qualification in barbering.
This course is a preparation to qualify for the government hairstylist test and hairstyling certificate.
Course Content: Instruction is given in basic ladies haircutting, hairdressing, hair setting, combing out, finger waving, pin curls, skip wave, permanent waving and tinting.

Tues. and Thurs. 7 to 10 p.m.
Kensington Campus
60 hours Fee: $60.00 Materials: $35.00
January 14 to March 20

Barbering for Hairdressers BARB 902

Prerequisite: Ontario Certificate of Qualification in hairdressing.
Preparation to qualify for the government Hairstyling test and Hairstyling Certificate.
Course Content: Instruction is given in practical men's haircutting with the emphasis on short hair and tapers, shaving, strapping, honing, facials, hairpieces and blow drying.

Mon. and Wed. 7 to 10 p.m.
Kensington Campus
60 hours Fee: $60.00 Materials: $20.00
January 13 to March 19

Ceramics

Certificate in Ceramics Techniques

The popularity of ceramics courses has been demonstrated over the years by a continuously high enrolment rate in continuing education. The Ceramics Department has now developed a program of instruction which when completed will indicate a level of competence in hand building, throwing, glazing and a number of different decorating techniques. Instruction is also given in kiln technology and different firing procedures. Upon successful completion of the five courses (CER 800, CER 101X, CER 151X, CER 201X, CER 251X), the student is issued a certificate in Ceramic Techniques. Courses taken elsewhere can only be applied in lieu of CER 800. All other courses must be taken at George Brown College.

Basic Ceramics CER 800

This course provides a basic introduction to ceramics.
Course Content: Basic introduction in handbuilding and forming, constructing with slab and coil, cylinder and box construction and clay jointing. Basic wheel throwing techniques (centering, opening and throwing methods), elementary shaping of cylinders and bowl forms, trimming, turning and finishing are also taught. Students also learn basic wet clay decorations such as slip brushing, banding, scraffito and impressing, as well as glaze application and the preparation of bisque ware for glaze work and kiln stacking.

Sat. 9 a.m. to noon Casa Loma Campus
30 hours Fee: $74.00 Materials $25.00
January 25 to March 29

Ceramics 2 CER 151X

Prerequisite: CER 101X — Ceramics 1.
Students further develop skills in wheel throwing, surface decoration, and glazing ceramics wares.
Course Content: Instruction is given in wheel throwing, turning and finishing of ceramic forms. The design theory of bowls and lidded jars, surface enrichment techniques with clay stamps, and wet clay including two-toned inlay with clay. Raised and low relief patterning. Glaze application methods using wax resit on glazes, stain banding, sponge stamping, glaze motifs. Throwing instruction is centered around opening and forming bowls — lipforms and foot shapes, tar forms and lids thrown of the hump. Theory in the course is included in demonstrations during each class and a visual slide presentation.
Required work for the completion of the course: 5 bowls — decorated, 5 lidded jars — decorated, using techniques demonstrated during the course.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials $25.00
January 20 to March 26

Ceramics 3 CER 201X

Course Content: Introduction to more advanced working skills where instruction is given in sup and stencil decoration, surface enrichment by carving, glaze spaying, dipping and overlapping glaze coat patterns.
The theory and practice of loading and firing gas kilns.
Practical design work is taught through the forming of tea pots, the design of lids, spouts and handles, plates rim and foot patterns, the trimming and finishing of forms. Theory is taught in conjunction with practical demonstrations and visual slide presentations.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00 Materials $25.00
January 21 to March 27

Jewellery Arts

The following courses are offered to people interested in obtaining credits towards a diploma in Jewellery Arts or in upgrading their present employment. These skills can also be learned for personal development and enjoyment. All courses listed below bearing code numbers in the one, two, three or four hundred series carry credits that can be used towards a two-year or three-year diploma in specialized programs. Please contact the Fashion Division for details.

Jewellery (Introduction) JWL 160A

Prerequisite: Current employment in the industry or hobby.
Students develop basic skills and techniques necessary in jewellery making.
Course Content: Introduction to basic jewellery making techniques: cutting, filing, fitting, hard soldering, finishing and polishing of designed projects; fitting of parts to small tolerances; projects are designed to facilitate the development of basic skills with jewellery hand tools.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
March 3 to May 7

Jewellery (Refresher — Introduction) JWL 160D

Prerequisite: JWL 160A — Jewellery (Introduction).
Course Content: Work on designated projects to further develop skills in filing, sawing, cutting, soldering and fitting parts to small tolerances. Polishing and finishing techniques of completed projects.

Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
March 5 to May 7

Jewellery — Beginners (Casting — Refresher) JWL 160E

Prerequisite: JWL 160B — Basic Casting Techniques.
Students further develop basic casting skills as practiced in the jewellery industry.
Course Content: Further practice in cuttlefish and centrifugal casting with project designed to learn more complex skills. Introduction to rubbermold work and wax injection work. Students supply own materials.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
March 4 to May 6

Jewellery (Refresher — Intermediate) JWL 160F

Prerequisite: JWL 160C — Jewellery — Intermediate.
Course Content: Continuation of bench practices developed in JWL 160C. New projects designed to improve bench techniques and hand skills in jewellery making. Students to supply own materials.

Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
March 5 to May 7

Gem Setting JWL 162X

Prerequisite: JWL 160A — Jewellery (Introduction) or equivalent.
Students are introduced to all facets of gem setting.
Course Content: Tools, their selection and preparation for setting; types of gemsettings; preparation of settings: round, oval, square, octagon; claw setting: preparation, securing the stone and finishing; star setting: preparation, execution and finishing. Students supply own materials.

Mon. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
March 3 to May 8

Gem Setting (Refresher) JWL 162D

Prerequisite: JWL 162X — Gem Setting
Course Content: Continuation of techniques learned in JWL 162X and additional experience in claw, bezel and star settings. Bead setting, pave setting, chanel setting and fancy cut setting are introduced and practiced. Students supply own material.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
March 4 to May 6

Jewellery Making (Refresher) (Silversmithing) JWL 164D

Prerequisite: JWL 164X — Jewellery Making (Silversmithing).
Course Content: Review of techniques with additional projects in raising and planishing. Student selects projects which require either additional skills or more refined basic skills with the approval of the instructor. Items other than jewellery may be produced. Students supply own materials.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
March 4 to May 6

Jewellery Making (Refresher — Enamelling) ENA 170D

Prerequisite: ENA 170X — Jewellery Making (Enamelling) or equivalent.
Students create jewellery items with enamel decoration.
Course Content: Use of enamel in jewellery creations. More complex designs on small items such as rings, pendants, and broaches; enamel decorations on holloware. Students select own projects with the approval of the instructor. Students supply own materials.

Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00 Equipment Fee: $10.00
March 3 to May 5

Jewellery Design (Refresher) DES 169D

Prerequisite: DES 169X — Jewellery Design
Course Content: Dot techniques and shape composition; size, direction, interval and proportion as variables; body ornaments produced in shade drawings; historical periods in jewellery design; geometry and asymmetry in jewellery design.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
March 4 to May 6

Gemmology I GEM 167X

Prerequisite: Applicants may be either employed in the jewellery industry or be interested in jewellery as a hobby.
Course Content: Students acquire knowledge about the many different physical characteristics of gemstones such as colours, crystal formation, shapes in nature and cuts. Introduction to testing instruments. The course leads to certification.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
March 3 to May 7

Gemmology II (Intermediate) GEM 267X

Prerequisite: GEM 167X.
Acquisition of knowledge about gemstones used in jewellery industry.
Course Content: Study of precious stones, minerals and organic substances, physical properties and their chemical composition. Identification of gemstones using gemmological instruments.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
March 4 to May 8

Watchmaking

Basic Clock Repairing WACH 903

Prerequisite: WACH 901 or proof of equivalent competency.
Course Content: Instruction is given in the disassembly, cleaning, assembly and minor adjustments of alarm clocks and other simple clocks without striking or chiming mechanisms. Rebushing, refinishing pivots and other skills from WACH 901 will be applied as necessary.

Tues. 7 to 10 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $20.00
March 4 to May 6

Quartz Watch Servicing WACH 906

Prerequisite: Ontario Certificate of Qualification in Watch Repairing.
Upon completion of the course the student is able to service all types of quartz electronic watches.
Course Content: The student learns basic electricity and electronics as applied to watches including the use of electronic equipment for analysis and regulation. The theory of quartz oscillators, integrated circuits, LED, LCD and Analogue displays is presented. Instruction is given in micro soldering to enable the student to replace components such as quartz crystal, capacitors, and lights. Several movements, LCD and analogue, will be analyzed and serviced to practice troubleshooting and adjusting.

Mon. 7 to 10 p.m. St. James Campus
45 hours Fee: $45.00 Equipment Fee: $20.00
February 3 to May 12

Furniture

Furniture Upholstery FURN 104X

Students develop skills in re-upholstering and recovering furniture and building new furniture, starting with a frame.
Students supply own projects such as chairs, foot-stools and love seats.
Course Content: Stripping upholstery from old furniture; re-stripping and applying springs to new furniture; use of stuffings, felt and polyfoam to create appropriate shapes; cutting, matching and fitting fabrics; use of power sewing machines to sew cushions, welts, etc.; application of covering fabrics and trim.

Mon. and Wed. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $60.000 Equipment Fee: $15.00
January 20 to March 26

Personal Development

Gain Confidence/ Overcome Shyness CE 876

Learn how to relax and enjoy meeting new people. This course helps you understand and overcome shyness by examining the 10 keys to self-confidence. Also included are: how to start and keep a conversation going and where and how to meet people.
Instructor: Howard Jones has worked extensively in the human relations field. He has presented seminars and workshops on confidence building, problem-solving and relationships to a wide variety of audiences. Howard has developed and taught self-development courses at George Brown College for the past five years.

Thurs. 6:30 to 9:30 p.m. Kensington Campus
9 hours Fee: $37.00
February 20 to March 6

Relationships — Making Them Work for You CES 838

This course is designed to assist participants in understanding what makes a successful personal or business relationship. Students learn the dynamics at work in one-on-one meetings and in groups. An important element, developing communication skills in conversation and the art of listening, is studied in detail. Conflict analysis, management and resolution are discussed by means of case examples provided by participants. The goal of the course is to give students an overview of positive human interaction.
Instructor: Howard Jones

Tues. 6:30 to 9:30 p.m. Kensington Campus
9 hours Fee: $35.00
February 4 to 18

Assertiveness Training I CE 824

Assertiveness Training teaches how to speak up with confidence, say what you want to say with appropriate tact and sensitivity, refuse unwelcome requests, relax and be yourself, and how to get and keep the respect of others. The men and women who have taken this popular course report feeling less worried about criticism, less fear of making mistakes, more able to act or to act confidently in difficult situations, better at self-expression and generally, better about themselves. The class is informal and

contributions from everyone are encouraged and valued.
Instructor: Margaret Code is president of the consulting firm Margaret Code Associates. With many years of experience in human resources management and a Master's degree from Harvard University, Margaret is an expert in enhancing individual and organizational effectiveness.

Tues. or Wed. 6:30 to 9:30 p.m. Casa Loma Campus
24 hours Fee: $71.00 Materials: $3.00
February 4 or 5 to March 25 or 26

Assertiveness II CES 809

Will be offered during the Spring/Summer term.

Stress Management CES 840

Turn stress from enemy to ally. Understand the conditions and habits that lead to stress and consider its impact on personal life and work. Make stress work for you as a positive, creative resource. In this participatory course, tune into your physiological, emotional, cognitive and behavioural responses to stress. Benefit by identifying your workplace and personal stressors and search for realistic alternatives for distress. Learn to cope better and to reduce the negative effects and symptoms of stress by developing and using a personal stress-management plan.
Instructor: Dr. Lucille C. Peszat is Director of the Canadian Centre for Stress and Well-Being. She was a colleague of the late Dr. Hans Selye, world-renowned authority on human stress.

Mon. 6:30 to 8:30 p.m. Casa Loma Campus
20 hours Fee: $65.00
January 20 to March 24

Career Change CES 827

George Brown College and Operation Bootstrap are jointly sponsoring a course which is a reality-based look at career change. Two experienced seminar leaders conduct this intensive two-day workshop which examines the following topics:

- Lifestyle and values — the criteria by which we make our judgments or choices and establish our goals and priorities.
- Self identity and personal interests — an examination of the most powerful influence in shaping our lives: our self-image and our sense of identity.
- An inventory of personal skills and abilities and how to plot a vocational direction.
- The development of a three-month detailed action plan.

This course concludes with a review of expectations and objectives.

Sat. 10 a.m. to 4 p.m.
Course location: Operation Bootstrap, Suite 804, 45 Richmond St. W.
10 hours Fee: $65.00 Materials: $5.00
January 25 to February 1
Students register at St. James Campus

Automotive

Know Your Car — Part I CAR 800

Course Content: This course discusses the major maintenance requirements of any car, easy to perform spot checks and tasks, such as changing a flat, starting a stubborn engine and dealing with the garage mechanic if repairs are really needed. Students learn when to replace tires, batteries, brakes and will be provided with dozens of tips that save them money and lengthen the life of their car.
Instructor: Don McQueen has had a class "A" licence with an interprovincial seal for more than ten years. He has also taken additional courses dealing with the up-keep of cars, including: disc brakes, hydrostatic drives, diesel engines, small engines, hydraulic control systems, electronic ignition and welding. He brings a wealth of knowledge to this course to help you understand your car.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $44.00
February 6 to 27

Know Your Car Part II CAR 801

Will be offered during the Spring/Summer term.

Sailing

Practical Coastal Navigation CE 816

Course Content: This practically oriented coastal navigation course for cruising sailors includes compass use and corrections, chart work, bearings, buoyage, signals and signalling, dock and anchorage procedures, coping with darkness, fog and heavy weather, and planning a passage. Anecdotes, films and literature are included.

Mon. 7 to 10 p.m. St. James Campus
30 hours Fee: $66.00
January 20 to March 24

Celestial Navigation CE 801

Course Content: This practical navigation course for boaters includes how to determine your position from the deck of a small boat anywhere in the world. Care and use of the sextant, how to take sights and plotting positions will be emphasized. A text almanac, tables and minimal geometry instruments will be required for the course.

Mon. 7 to 10 p.m. St. James Campus
30 hours Fee: $66.00 Materials: $3.00
January 27 to April 7

Antiques

How to Buy Antiques CE 817

This is a course designed for those wishing to know about the booming antique market. Whether for investment or pleasure, everyone wants to know more about his/her treasures. Stress will be on the recognition of different styles and periods of furniture, china, glass and silver, also the discernment of quality and craftsmanship.
Instructor: Marion Heller, upon completing a decorative arts course at the Study Centre, Victoria and Albert Museum, received her diploma in fine and decorative arts from the New Academy of Art Studies in London, England. Students benefit from Marion's time spent analyzing her field and gain insight into the various galleries and collections of Europe, many not readily seen by the public.

Tues. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $39.00
February 4 to March 11

Victorian Antiques CES 808

Course Content: This is a series of lectures for those interested in Victorian antiques. Recognition of different styles of furniture, china glass, artwork and other collectables of the period from 1830 to 1920 is taught.
Instructor: Marion Heller

Thurs. 7 to 9 p.m. Casa Loma Campus
8 hours Fee: $30.00
February 6 to 27

Homes

Buying Your First Home RE 801

This course provides the first-time home buyer with sufficient information to make a knowledgeable decision. It covers all the steps in the process including: establishing a price range, selecting the right real estate agent, determining ways to inspect a home, establishing fair market value, obtaining financing, making an offer, closing costs and procedures and settling-in expenses.
Instructor: Marilyn Rothman is a real estate broker with her own company, which specializes in residential sales and leasing in the Metro area. She is a member of the Toronto Real Estate Board and the Ontario Real Estate Association and brings ten years of business experience to her teaching.

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $22.00 Materials: $5.00
February 22 or March 1

Condominiums CE 869

Before you buy, explore the multifaceted condominium approach to living in Metro; its various styles, the advantages and disadvantages; its differences in comparison to buying a single family dwelling. Topics covered include: how to choose a good building, the legalities involved in buying a condominium, renting your condominium, financing, price ranges, cooperatives, and trends in the Metro area.
Instructor: Marilyn Rothman

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $21.00 Materials: $3.00
March 22

How to Buy an Investment Property RE 807

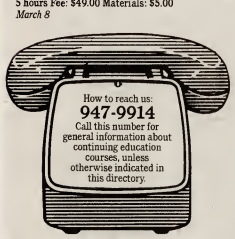
Prerequisite: Buying Your First Home (or Equivalent) — RE 801.
This course covers two important areas which every investor, or investor-to-be, should consider before making the decision to buy a residential investment property (residential property being defined as: condominiums, detached residences, duplexes, triplexes).

Part A
The financial benefits and income tax implications of buying an investment property. A chartered accountant conducts this segment of the course.

Part B
Financing an investment property, including: how to shop for a mortgage, cost and type of mortgages and methods of repayment. Also included is an examination of the responsibilities of the landlord and tenant.

Instructor: Marilyn Rothman

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $49.00 Materials: $5.00
March 8


How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Basic Home Repairs CES 825

The course begins with a discussion of techniques, materials, fasteners and tools required to keep living spaces in good working order. Problems examined include: keeping water in and out, furnace maintenance and repair of electrical plugs and switches, repair of plaster and drywall, hanging of objects on walls and ceilings, painting and wallpapering, installation of tiles on floors and walls, caulking of bathtubs and showers. Question and answer time is an important part of this course and includes a questionnaire of problems to be solved by participants. Recognized experts in their various fields speak on their specialties as schedules permit.
Instructor: Dwight M. Chizen, B.E.S./Arch., B. Arch., is co-owner of Master Building Group and has worked on more than 100 projects. He is one of the founding members of the Renovators Council of the Toronto Home Builders Association.

Thurs. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $40.00
January 30 to March 6

How to Renovate Your Home CES 830

Renovating a home can be one of the most demanding tasks homeowners can undertake. This course introduces the student to the renovation process by examining the following topics: an evaluation of needs — taking inventory, the building program; planning and design — as built drawings, estimates and budgets; evaluation and hiring a professional; do-it-yourself renovation — assessing time and skills, tools required; choosing a contractor — self contracting vs. general contractor; building permits, financing the project, contracts and choosing bidders and tendering work; inspecting the work. Divided into two phases, an overview and detailed examples, this course enables homeowners to make intelligent decisions about their renovation projects.
Instructor; Dwight M. Chizen

Tues. 7 to 9 p.m. Casa Loma Campus
24 hours Fee: $75.00
January 28 to April 15

You and the Law

Contract Law CES 828

A recent survey has indicated that consumers are generally unaware of their rights under the law and therefore encounter legal problems in their day-to-day activities. This course is designed especially for those who wish to take a personal role in directing their legal affairs, those who wish to have a better understanding of their contractual rights and those who wish to approach professional legal counsel, when the need arises, as an informed consumer. Topics covered include: the general principles of contract law — formal validity of contracts, reliance, offer and acceptance and illegal contracts; consumer legislation; real estate transactions; laws relating to landlord and tenant relationships; a discussion of employment law; domestic contracts — separation agreements and marriage contracts; and building contracts. Class members are encouraged to raise for discussion any topics that they find of particular interest or importance.
Instructor: Ira H. Greenspoon, B.Sc., L.L.B. is self-employed in the Practice of Law in Toronto. He maintains a keen interest in consumer education in the legal field.

Tues. 6:30 to 8:30 p.m. Casa Loma Campus
20 hours Fee: $65.00
January 28 to April 1

How to Incorporate Yourself CES 831

If you have ever considered the advantages of being incorporated this is your chance to do it, and do it by yourself. This course deals with the various forms of business entities, their advantages and disadvantages, but is primarily concerned with the legal creation known as a corporation. The legislation governing corporations is reviewed, including the requirements for incorporation and the post-incorporation organization of the newly-created company. Articles of Incorporation, the incorporating documents, are prepared in accordance with the governing laws. This course is not intended to create corporate lawyers, but provides enough guidance and information to incorporate your own small business.
Instructor: Ira Greenspoon

Thurs. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $45.00
January 30 to March 6

Toronto

How Toronto Grew CE 852

From the beginning, the City of Toronto has been a fascinating mixture of old and new, persistence and change. In this course, the City's development is treated in four stages: the colonial city (1793-1830), the commercial city (1850-1890), the industrial city (1890-1950), the management and control centre (1950-present). At each stage, the city's buildings, economy, contributing social groups and townscape are considered. The lectures are illustrated by slides, maps and photographs. Students participate in group discussion and basic research exercises.

Thurs. 7:30 to 9:30 p.m.
Enoch Turner Schoolhouse
10 hours Fee: $42.00
February 6 to March 6
Register at St. James Campus.

Toronto Classical Music Landscapes CES 843

Centring on a survey of the history of music — featuring lectures, discussions, recordings and live concerts — you learn about musical forms, instruments, vocabulary and the works of the great masters from the Middle Ages, through the Renaissance, baroque, classical, romantic and impressionistic eras to the 20th century. Topics will include the history of the modern orchestra, how an orchestra works, the role of the conductor, the rise of the virtuoso and music critics and criticism. In addition to regular classes, this course includes attendance at four concerts by the world-class Toronto Symphony in Roy Thomson Hall.
Instructor: Neil Hunter is the past Manager of the Toronto Symphony Youth Orchestra and was the Production Assistant of the Toronto Symphony. He has won numerous scholarships and has played trumpet and cello in many symphony orchestras.

Thurs. 7 to 9 p.m. **class nights**
8 to 10 p.m. **concert nights**
St. James Campus
22 hours Fee: $65.00 Symphony tickets: $80.00
January 30 to April 10

Toronto Literary Landscapes: Evenings with Authors CES 844

Come and meet the stars of our writing community, including the father of the Canadian short story Robert Weaver, and novelists Eric Wright, Katherine Govier, and David Lewis Stein. Members of the class are treated to both readings and personal revelations. Including Governor General Award Winners, and writers from the bestseller list, the exciting line-up of popular guests share secrets of their profession in addition to reading from their latest short stories, novels, works-in-progress, and even, a thriller. This informal course is designed with ample discussion time to accommodate both the serious reader and the budding writer. Each class ends with a brief introduction to the following week's special guests. *Some readings may be held off-campus at various Toronto locations.
Instructor: Deborah Peaker, writer, independent filmmaker and promoter, has many credits and numerous awards from her work for CTV, CBC and the Writer's Union of Canada.

Wed. 7 to 9 p.m. **St. James Campus**
20 hours Fee: $65.00
January 29 to April 2

Toronto Theatrical Landscapes CES 845

This course is for the theatregoer who seeks more than entertainment, who wants to sharpen awareness and get more enjoyment out of the theatre as an art form. To experience drama and its emotional strengths, to independently develop skills to judge performances on more than a novice's level is the purpose of the class. Members of the class attend four new plays with playwright Carol Bolt, who also leads a discussion of the work seen the week following its performance. When possible, discussion with playwrights, directors and actors involved is also arranged. *Course fee does not include the cost of theatre tickets.
Instructor: Carol Bolt, playwright, has stage credits for such plays as *Survival, Love or Money, Escape Entertainment, Star Quality,* (The "America" Project), *Desperados.* She is the author of the critically acclaimed play *One Night Stand.*

Wed. 6:30 to 9:30 p.m. **class nights**
8 to 11 p.m. **play nights**
St. James Campus
24 hours Fee: $65.00
February 5 to March 26

Toronto Urban Archaeology CES 847

From the Ice Age to the early 20th century, there have been human settlements in Toronto. Delve into the past by a visit to an actual archaeological site under excavation. A comprehensive introduction to archaeological methods and terminology is planned, together with hands-on demonstrations of artifacts, maps and historical documents of each historic period studied. Vicid details of the daily life of the first Native communities and European settlements reveal the differences in culture that played so important a role in the city's history and growth. Challenging discussions and slide-illustrated lectures are integral to the course.
Instructors: Led by two archaeologists, Peter Hamalainen and Karolyn Smardz, Director and Assistant Director of a major Toronto dig — inSite: Digging into our Past, which excavated the Parliament Buildings of Upper Canada in 1983 and 1984.

Tues. 7 to 9 p.m. **Enoch Turner Schoolhouse**
(Students register at St. James Campus.)
16 hours Fee: $65.00
January 21 to March 11

Music

Introduction to Guitar: A Survival Course for the Beginner CES 834

Prerequisites: A playable guitar and perseverance. The instructor will advise on the acquisition of either.
Here is an opportunity to learn guitar, one of the most versatile musical instruments. In a relaxed and co-operative setting you touch on its history; the mechanics of holding and tuning it; the principles of chord changing and basic note reading. Strumming accompaniments to simple songs, knowing the basics of fingerpicking and music reading and understanding what can be done with the instrument are goals towards which the group will aim. An ensemble work is to be rehearsed by the class and group work is encouraged.
Instructor: Jonathan Earp has been playing the guitar for more than 20 years and has been teaching for more than ten. He is familiar with most types of guitars and their various applications. Currently, he teaches at the Eli Kassner Guitar Academy and is an instructor in solo classical guitar performance at Brock University in St. Catharines.

Wed. 7 to 9 p.m. **Casa Loma Campus**
20 hours Fee: $65.00
January 22 to March 26

The Synthesizer and Electronic Sound Creation CES 841

There is an art to making musical sounds on the synthesizer and this course deals with the theory and practical use of the synthesizer in contemporary music and sound creation. The student looks at the history and evolution of the synthesizer, how sounds are created and emulated, additive and subtractive synthesis, FM sound creation, the differences between analog and digital systems, PCM digital sound recreation, digital sampling, and the newest technological development, MIDI interfacing. We look at the microcomputer and its application to synthesis and music data manipulation, as well as a practical guide to the choice and purchasing of synthesizers and music systems.
Instructor: David Mark Smith is a professional recording artist and has written, recorded and produced two albums. He was the resident pianist at "Yuk Yuks Komedy Kabaret." Presently he is co-manager of the Keyboard Department at Steve's Music Store.

Mon. 7 to 9 p.m. **St. James Campus**
20 hours Fee: $65.00
January 20 to March 24

A NEW YEAR...
a fresh

start

start

a full-time program at George Brown College this January

You don't have to wait until September to start a full-time college program. At George Brown, you can start preparing for a new career in January.

We have the expert teachers, up-to-date facilities and graduate job placement centres at our five downtown campuses that can help train you to get the job you want.

And that's not all.

Many of our January diploma programs run through the summer so you graduate up to a year earlier. We also offer a number of certificate programs that can get you ready for a new job in just a few weeks.

Don't wait for September. Apply now. Applications are accepted on a first-come, first-served basis.

The sooner you come to George Brown, the sooner we can give you the training you need.

Look through the list of programs.

You'll see how George Brown can give you a fresh start in the New Year.

JANUARY FULL-TIME PROGRAMS

George Brown January programs

Diploma Programs

Architectural Technician — Drafting

In this program, office atmosphere is simulated by grouping students and using actual building projects from industry. Job site visits, guest speakers, specifications, mechanical and electrical information are arranged to give students a complete understanding of an actual project.

Location: Casa Loma Campus
Length: 4 semesters
Starts: January 20

Civil Engineering Technician

This program prepares students for careers in the design, planning or construction of civil engineering projects. Instructors use the project approach to reinforce theoretical and practical aspects of engineering. Well equipped laboratories are available for testing and quality control of various construction materials and components.

Location: Casa Loma Campus
Length: 4 semesters
Starts: January 20

Air Conditioning, Refrigeration Engineering Technician

Technicians can look forward to careers in system design, sales promotion, system balancing or estimating. The program provides students with broad intensive knowledge of the design, installation and operation of air conditioning systems in residential, commercial and industrial buildings.

Location: Casa Loma Campus
Length: 4 semesters
Starts: January 20

Construction Engineering Technology

Graduates of this program find jobs in various areas of the construction industry, one of Canada's largest employers. The project approach, theoretical and practical, familiarizes students with the workings of the industry. A concentration of quantity surveying and technical courses prepares graduates to succeed in a variety of positions.

Location: Casa Loma Campus
Length: 6 semesters
Starts: January 20

Civil Engineering Technology

The program core is based on applied science and mathematics as well as engineering applicable to civil technology. A broad base in civil engineering subjects gives the students marketable skills in a changing job market. Graduates could work in municipal engineering, transportation engineering, structural engineering or construction management either in the field or in the office.

Location: Casa Loma Campus
Length: 6 semesters
Starts: January 20

Air Conditioning, Refrigeration Engineering Technology

Students learn about the design, installation and operation of air conditioning systems in residential, commercial and industrial buildings. Well equipped laboratories are provided to re-inforce the practical aspects of the subject matter.

Location: Casa Loma Campus
Length: 6 semesters
Starts: January 20

Construction Engineering Technician — Management

This program prepares students to enter the construction industry in various capacities leading to positions such as estimators, expeditors, field engineers and superintendents, building inspectors and building product sales. The project approach is used to familiarize students with the industry's methods. Well equipped labs are available for the testing and quality control of various construction materials and components.

Location: Casa Loma Campus
Length: 4 semesters
Starts: January 20

Mechanical Engineering Technology — Tool Design and Machine Design

The theoretical and practical aspects of tool design are taught. Students work at one of the drafting tables in our design office, similar to what a graduate would find in industry. Students learn to design special tools such as jigs, fixtures, dies and moulds which play a vital role in modern manufacturing.

Location: Casa Loma Campus
Length: 6 semesters
Starts: January 20

Mechanical Engineering Technician — Toolmaking

Theoretical and practical training are combined in toolmaking and related subjects. Graduates can look forward to careers in modern production processes, demanding skill, accuracy and cost-consciousness.

Location: Casa Loma Campus
Length: 4 semesters
Starts: January 20

Mechanical Engineering Technician — Drafting Design (CAD/CAM)

With emphasis on CAD/CAM, this program is designed to prepare students for the computer-oriented manufacturing environment. Graduates of this program may expect to be integrated into the engineering field with a minimum amount of in-plant training.

Location: Casa Loma Campus
Length: 4 semesters
Starts: January 20

Instrumentation Technician

Instrumentation Technicians work in all phases of industry using automatic controls. In this program, theory is reinforced through lab periods after each instruction period. Students are given a sound grounding in everything from research and development to sales and services for instrument manufacturers.

Location: St. James Campus
Length: 4 semesters
Starts: February 3

Electronics Engineering Technician

The Electronics Technician Program provides men and women the opportunity to work in the maintenance, installation, production, design or research phases of the electronics industry. In the second half of the program, students specialize in one of the following areas: communications; computers; ETV/TV broadcast.

Location: St. James Campus
Length: 64 weeks
Starts: February 3

Physical Distribution

This program is concerned with the economic and efficient movement of raw materials and supplies into the manufacturing plant, as well as the distributing of finished goods to the consumer. Graduates of the program could be hired as purchasing agents, physical distribution analysts or traffic freight analysts.

Location: St. James Campus
Length: 4 semesters
Starts: January 13

Business — Accounting

The courses in this program provide a valuable preparation for students interested in accounting occupations in business and industry. The program also prepares students who would like to continue their studies for professional designations such as Registered Industrial Accountant or Certified General Accountant. Credits are granted by these professional accounting societies for courses where content and standards are considered equivalent.

Location: St. James Campus
Length: 4 semesters
Starts: January 13

JANUARY FULL-TIME PROGRAMS

Business — Data Processing

Students are trained in the theoretical and practical applications of computers in business. Several programming languages are taught with emphasis on COBOL, the language most widely used in business. A conceptual understanding of systems analysis and design is developed through a combined lecture and project approach.

Location: St. James Campus
Length: 4 semesters
Starts: January 13

Business — Marketing

Highly concentrated in marketing subjects, this program is designed to prepare students for careers in marketing management, advertising, sales, marketing research or retail management. Case studies, research projects, decision-making simulations ("business games") and video tape are used extensively in the classroom.

Location: St. James Campus
Length: 4 semesters
Starts: January 13

Business — General

This program is designed for the student who seeks a broad, well integrated education in the field of business, as well as the opportunity to concentrate on more than one major subject area. Students may select courses from other business options, under the guidance of faculty members.

Location: St. James Campus
Length: 4 semesters
Starts: January 13

Secretarial Arts — Medical

Students develop skills and abilities needed in today's medical offices. Practical skills, including keyboarding, word processing, medical terminology and medical office procedures, are important parts of the program. Modern technology in the office is stressed.

Location: St. James Campus
Length: 4 semesters
Starts: January 13

Secretarial Arts — General

Students develop skills, abilities and knowledge needed in today's offices. Practical skills include keyboarding, word processing, shorthand and transcription. The role of modern technology in the office and the use of information processing systems are stressed.

Location: St. James Campus
Length: 4 semesters
Starts: January 13

Secretarial Arts — Legal

This program helps students develop strong basic skills in typing, shorthand, transcription, accounting, word processing and office procedures. These skills are refined through the study, preparation and processing of legal correspondence and documentation. Students are given a thorough foundation of legal terminology and office procedures in the litigation, family, corporate, real estate and estate areas of law.

Location: St. James Campus
Length: 4 semesters
Starts: January 13

Secretarial Arts — Word Processing

Emphasis, in this program, is on training with the most current video display, text-editing typing systems. The role of the word processor and its relationship to data processing is also examined. Supervisory and training techniques are stressed.

Location: St. James Campus
Length: 4 semesters
Starts: January 13

Certificate Programs

Pre-Technology

The Pre-Technology program prepares students to enter technology programs if they lack stated prerequisites. Students are given a general education and an introduction to technology that will provide them a reasonable expectation of success in a technology program.

Location: Casa Loma Campus
Length: 2 semesters
Starts: January 6

Pre-Health Science

This program is designed for people who want to enter a post-secondary health science program but who don't have all the prerequisite admissions requirements. It offers the necessary background in English, mathematics, social sciences and basic sciences. Graduates may apply to full-time programs through the normal selections process.

Location: St. James Campus
Length: 16 weeks
Starts: January 6

Steel Fitter*

This program prepares students for entry into the interesting field of metal fabrication. Students learn the practical skills of layout and fitting from shop drawings along with complementary welding skills. Graduates may find employment in any shop engaged in structural, plate or miscellaneous metal fabrication. *subject to approval.

Location: Casa Loma Campus
Length: 1 semester
Starts: January 6

Machine Shop

This program prepares students to enter industry as machinists, apprentices or machine operators. Instruction emphasizes measurement and machining to close tolerances, combined with production speeds and efficiencies of manufacture, sharpening cutting tools and setting up machines. Graduates may find careers as machinists, fitters, industrial mechanics, tool and die makers, mouldmakers, numerical control operators and industrial salespeople.

Location: Casa Loma Campus
Length: 2 semesters
Starts: January 6

Hotel Front Office

This program trains people to work as front office clerks or receptionists for hotels and motels. Subjects covered include: registration methods, room rates, reservation policies, housekeeping, billing, cash and credit procedures, the Innkeeper's Act, employee-guest relations and public relations.

Location: Kensington Campus
Length: 12 weeks
Starts: January 6

Bartending

In the College's 22-station mixology laboratory, students learn the art of mixing, building and shaking the most common drinks served in licensed establishments. The Liquor Licence Act, safety procedures, the Innkeeper's Act, personnel relations, and bar management and accounting are taught.

Location: Kensington Campus
Length: 15 weeks
Starts: January 6

Food Service and Bartending

Theory and practical hands-on skills of food service are taught in a formal dining room where students serve a five course meal each day. Bartending is taught in a modern mixology laboratory where theory and hands-on is combined. Students also learn about marketing, accounting, wine appreciation and food preparation at the tableside, such as flambe work.

Location: Kensington Campus
Length: 20 weeks
Starts: January 6

Electronics Servicing

Students select a speciality in the electronics servicing field: audio equipment and systems; digital equipment and systems; radio, hi-fi and TV; video tape recorder; office systems; and business equipment.

Location: St. James Campus
Length: 48 weeks
Starts: every Monday

Fur, Leather and Suede

Students prepare for careers in manufacturing, wholesaling, retailing or as an entrepreneur. From among 6 options students select a speciality: 1) blocking and squaring; 2) fur finishing; 3) fur operating; 4) leather; 5) fur and leather design; 6) sales, service and repairs.

Location: Kensington Campus
Length: 20 to 40 weeks
Starts: every Monday

Industrial Power Sewing

Sewing machine operators construct everything from clothing to tents. Students are taught to operate the most commonly used machines in industry.

Location: Kensington Campus
Length: 8 weeks
Starts: every Monday

JANUARY FULL-TIME PROGRAMS

How to apply to George Brown College

Diploma Programs
Simply drop by **any** of our downtown campuses and pick up an application at the Admissions Office. George Brown personnel will be happy to advise you on admission requirements and application procedures.

Certificate Programs
Drop by the downtown campus location referred to in the program description. Admissions Office staff will give you an application form and any help you may require.

Campus Locations:

St. James Campus
200 King Street East
Admissions Office Open:
10 am — 7:30 pm Mon.-Thurs.
10 am — 4:30 pm Friday

Kensington Campus
21 Nassau Street
Admissions Office Open:
10 am — 7:30 pm Mon.-Thurs.
10 am — 4:30 pm Friday

College Street Campus
507 College St.
Admissions Office Open:
10 am — 4:30 pm Mon.-Fri.

Casa Loma Campus
160 Kendal Avenue
Admissions Office Open:
10 am — 7:30 pm Mon.-Thurs.
10 am — 4:30 pm Friday

Nightingale Campus
2 Murray Street
Admissions Office Open:
10 am — 7:30 pm Mon. and Tues.
10 am — 4:30 pm Wed. to Fri.

The George Brown College

Key to Campus Locations

C **College Street Campus**
507 College Street

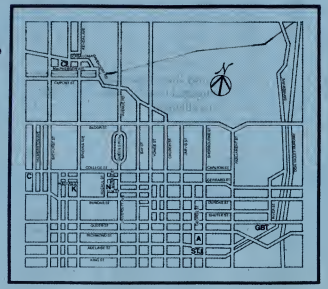
CL **Casa Loma Campus**
160 Kendal Avenue

GBT **The George Brown Theatre**
530 King Street East

K **Kensington Campus**
21 Nassau Street

N **Nightingale Campus**
2 Murray Street

STJ **St. James Campus**
200 King Street East



If you didn't find the full-time January program you want... you'll probably find it among the following list of two- and three-year programs beginning in September.

Health Sciences and Community Services Division
Fitness Instructor
Early Childhood Education
Activation Co-ordinator
Child Care Worker
Addiction Counsellor
Dental Assistant
Dental Hygiene
Dental Hygiene (Expanded Duties)
Denture Therapy
Dental Technology
Orthotics/Prosthetics Technician
Clinical Methods in Orthotics/Prosthetics
Diploma Nursing
Refresher for the RN
Registered Nurse
— Critical Care Nursing
— Operating Room Nursing
— Neonatal Intensive Care
Chiropody

Architectural Technology Division
Civil Engineering Technician
Construction Engineering—Management
Mechanical Engineering
— Machine Design
— Tool Design
Stationary Power Plant Engineering
Air Conditioning—Refrigeration Engineering Technician
Mechanical Engineering Technology (Tool and Machine Design)
Civil Engineering Technology
Construction Engineering Technology
Drafting Technician
Piano Technician
Architectural Technician — Drafting
Architectural Technology
Residential Construction Management

Business Division
Business General
— Accounting
— Data Processing
— Marketing
Business General
Physical Distribution
Business Administration
— Accounting
— Data Processing
— Marketing
— Small Business
Computer Programmer
Business Diploma — Insurance
Property Management
Retail Management
Sales
Secretarial Arts — General
Office Systems Administration
Secretarial Arts — Legal
Court Reporting
— Shorthand
— Stenomask
Executive Receptionist
Medical Dicta-Typist
Secretarial Arts
— Word Processing
— Word Processing Operator
— Word Processing — Legal

Electro-Mechanical Division
Welding Specialist
Welding Technician
Instrumentation Engineering Technician — Industrial
Instrumentation Engineering Technology — Industrial
Electronics Engineering
— Technology
— Technician
Electrical Engineering
— Technology
— Technician
— Technician — Design
Mechanical Engineering Technician
— Toolmaking
— Drafting Design (CAD/CAM)
Mould Making Technician

Fashion Division
Apparel Management
Creative Fashion Design
Jewellery Arts
Jewellery Repairs
Gem Setting
Gemmology
Commercial Ceramics
Hand Engraving
Clockmaking
Watchmaking
Quartz Watch Servicing
Furniture Production and Design

Graphic Arts Division
Printing Technology
Printing Technician
Graphic Design
Graphic Sign Design and Production

Hospitality Division
Culinary Management
Hotel Management
Chef Training (Pre-Employment)
Food and Beverage Management

Academic Division
Energy Conversion Technology
Dance Training
Theatre Arts

We also have more than 60 shorter certificate programs offered throughout the year in: trades and technology, health, business, community services, hospitality, fashion, graphic arts, driver training, academic upgrading and language training.

For more information, call 947-9914.

Toronto Classical Music Landscapes CES 843

For course description, see page 52.

The Roots of Rock 'n' Roll CES 839

This course follows the progression of music from pre-Presley to the return of pop. Special attention is given to the importance of British culture and its reflection on the music of an entire generation. Trends in music such as: Psychedelia, Progressive Rock and Underground Radio are examined. New Wave and the return of pop is discussed and an analysis is made of contemporary popular music and its future.

Tues. 6:30 to 8:30 p.m. Casa Loma Campus
16 hours Fee: $50.00
January 28 to March 18

Coaching

National Coaching Certification Program, Level I Coaching Theory HS 700

NEW

This course is offered in co-operation with the Sports and Fitness Branch, Ministry of Tourism and Recreation, and is designed to train and educate amateur coaches. The course provides a systematic way to improve knowledge and skills in the theory of coaching. Course content covers such topics as: role of the coach; sport psychology; how the body works and grows; skill analysis; sport safety; teaching skills and practice planning. While a Level I Theory Certificate is awarded upon successful completion of this course, participants are encouraged to contact the Ontario Sports Administrative Centre at 495-4000 for additional information on how the "Theory", "Technical" and "Practical" components can be combined for Certification.

Sat. & Sun. 9 a.m. to 5 p.m. Casa Loma Campus
14 hours Fee: $10.00
January 18 to January 19
February 8 to February 9

Fitness and Sports

Enrolment in tennis courses is limited and students are encouraged to register early.

Tennis (Beginners) TENN 800

Course Content: Learn the art of playing tennis. A beginning game of tennis requires skill on four basic strokes
— forehand, backhand, volley, serve
— plus footwork.

Fri. 8 to 10 p.m.
16 hours Fee: $43.00
January 17 to March 7 Kensington Campus
April 4 to May 23 St. James Campus

Tennis (Intermediate) TENN 802

Course Content: Practical skills required for participation at an advanced level are stressed, including the volley, different hits, footwork and methods of analyzing the sport.

Wed. 6 to 8 p.m. Kensington Campus
16 hours Fee: $43.00
January 15 to March 5 Kensington Campus
April 2 to May 21 St. James Campus

Tennis (Advanced) TENN 804

Course Content: Advance your knowledge and skills in tennis, with special attention given to forearm, backhand and serving plus tennis strategy.

Wed. 8 to 10 p.m.
16 hours Fee: $43.00
January 15 to March 5 Kensington Campus
April 2 to May 21 St. James Campus

Yoga YOGA 800

The scientific technique of traditional Yoga presented in this course will cover physical culture Asana; Pranayama — breathing; meditation — mind-training. This ancient technique concentrates on individual-self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use.

Wed. 7 to 9 p.m. Casa Loma Campus
24 hours Fee: $46.00
January 15 to April 2

General Fitness FIT 800

Course Content: This is a coeducational fitness program designed to improve all components of your physical fitness. Each class is accompanied by music and concentrates on your cardiovascular system, as well as your strength, flexibility and muscular endurance.

Mon. and Thurs. 7:30 to 8:30 p.m.
Casa Loma Campus
28 hours Fee: $51.00
January 13 to April 17

Tai Chi HEAL 800

Tai Chi is an ancient Chinese exercise form consisting of a series of controlled, flowing movements designed to strengthen muscles and ligaments, improve circulation, increase flexibility and reduce stress. This course is designed to introduce basic principles and movements. It is presented in co-operation with The Toronto Tai Chi Association and is designed for people of all ages and levels of fitness.

Tues. 6 to 8 p.m. Nightingale Campus
16 hours Fee: $40.00
January 14 to March 4
March 11 to April 29

Ontario Hunter Safety Course CES 811

A preparatory course to writing the Hunting Licence Examination of the Ontario Ministry of Natural Resources. The course is mandatory for all applicants who were born after December 31, 1954. The course includes: an introduction to hunter safety and ethics; gun parts; gun carries (safety and control); game laws and regulations; hunter, farmer, landowner regulations; game identification; methods of hunting; ammunition identification; field handling (fences, obstacles, punt, vehicle); firearms and boat safety.
The course concludes with a mock examination similar in style and content to the Hunting Licence Examination.
Instructor: Doria Ciallella

Mon. and Wed. 7 to 9:30 p.m. Casa Loma Campus
15 hours Fee: $42.00
February 10 to February 26

Furniture

Furniture Upholstery FURN 104X

Students develop skills in re-upholstering and recovering furniture and building new furniture, starting with a frame.
Students supply own projects such as chairs, foot-stools and love seats.
Course Content: Stripping upholstery from old furniture; re-stripping and applying springs to new furniture; use of stuffings, felt and polyfoam to create appropriate shapes; cutting, matching and fitting fabrics; use of power sewing machines to sew cushions, welts, etc.; application of covering fabrics and trim.

Mon. and Wed. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
January 20 to March 26

You and your Money

Personal Financial Planning CES 836

Personal financial planning includes a system of organizing and controlling resources. Attention is given to budgeting, cash management, tax reduction and deferral, investment strategies, estate planning and maximizing benefit programs at work. Case studies are analyzed, the jargon of the stock market is demystified and a study is made of investment theory and practice. As well, collectibles and commodities are discussed. It is not enough to earn. It is the productive management of financial resources that ensures financial security.
Instructor: Brian E. Anderson is a partner in the ECC Financial Planning Group, a former director of education of the Life Underwriters Association of Canada and a co-author of the book, *It's Your Money.* He is a major contributor to ECC's monthly financial planning letter.

Wed. 7 to 9 p.m. Casa Loma Campus
16 hours Fee: $55.00
January 29 to March 19

Pre-Retirement Planning CES 837

Maximize your income, minimize your taxes. Dreaming of a happy and financially secure retirement is not enough, relying on your employers or the government is not enough. We have a responsibility to plan our own destiny, what we will do to pass the time creatively and where we will live, if we hope to be able to maintain the lifestyle that we have enjoyed during our working years. This course helps put goals and plans into perspective and touches on pension plans, registered retirement savings plans, annuities and wills. A self-inventory of retirement dreams and goals is used to begin the planning process.

Instructor: Brian Barber, CLU, while working with Prudential Assurance, spent two years as a Branch Trainer and was a moderator for the Life Underwriters Training Course for six years. He has dealt extensively in the areas of individual financial and retirement planning.

Thurs. 7 to 9 p.m. Casa Loma Campus
16 hours Fee: $55.00
January 30 to March 20

Investment Strategies CE 862

Course Content: The student is shown how to choose among the following investments: guaranteed savings such as guaranteed investment certificates and Canada Savings Bonds; fixed-income securities, such as bonds, mortgages and annuities; equity securities, such as preferred and common shares; mutual funds and other investments such as gold and foreign exchange.
Instructor: James Chester received his MBA from York University, and has worked for many Toronto stock brokerage firms since graduating in 1976. He is an active stock and commodities trader. Jim is past Director of the Toronto Investment Dealers Association.

Thurs. 6 to 9 p.m. St. James Campus
24 hours Fee: $66.00
January 30 to March 20

The Stock Market CES 821

Millions of dollars change hands every day in the stock market. This course examines the reasons for these changes and explains how they occur. Various aspects of the market are explained including — the types of securities traded, the types of investors, how orders are placed and executed, and the types of brokers trading in the market. The crucial question of when to buy and when to sell is examined by analysing various charting methods.

Sat. 10 a.m. to 1 p.m. St. James Campus
3 hours Fee: $21.00
January 25

Etcetera

Introduction to Video Production Techniques ELS 819

This course is for a wide range of learners including the home video user, those who have to use video in their jobs and those interested in small-business applications of video. Topics include: basic technical knowledge of television, operating the camera and VCR, equipment comparisons, hands-on production workshops, basic composition and lighting, scripting and an introduction to editing. Learning is stimulated by class discussions, teacher-led information sessions, video teaching package and manual, hands-on working sessions, viewing and discussion of student work, and guest speakers. While a camera and VCR are available for your use during class time, maximum benefit will come from having your own equipment for assignments and projects.
Playback and editing facilities are limited to ½" VHS format.

Mon. 7 to 10 p.m. Casa Loma Campus
45 hours Fee: $90.00 Materials $10.00
February 10 to May 26

Herbs and Herbal Remedies CE 865

This course introduces participants to hundreds of herbs, their history and modern medicine's reliance on herbal cures, the effects of herbal groups on the body, and their use as preventative and curative agents. The legislation pertaining to herbs will be discussed and full coverage will be given to healers, aphrodisiacs, poisons, toxins, the recognition and discrimination of adulterated herbs. Throughout the course adequate opportunity will be given for group discussion on all aspects of the world of herbs and herbal remedies.
Instructor: Allan Bortnick is a chiropractor and naturopath who is currently practising in the Toronto area. He has done intensive study in the areas of herbology, nutrition and holistic health care, and uses herbs extensively in his practice.

Thurs. 7:30 to 9:30 p.m. Casa Loma Campus
20 hours Fee: $55.00
February 6 to April 10

The Art of Make-Up CE 868

Through practical development of a personalized basic beauty routine, learn how to correctly handle the skin. Topics include: product types, textures and effectiveness on different skin types and individual skin needs in the areas of special treatment.
The basics of colour theory and make-up techniques establish guidelines for choosing and applying background and accent make-up are included.
Instructor: Aurelia Fennema is a specialist in teaching and developing make-up artistry programs for cosmetic companies. She has worked for many years as a consultant and demonstrator of new make-up lines.

Sat. 1 to 4 p.m. St. James Campus
12 hours Fee: $44.00
February 8 to March 1
April 5 to April 26

Introduction to Astronomy CES 832

This course familiarizes the student with the night sky. Topics covered include: observing objects in the solar system; the moon, sun and planets, stars and planispheres; observing tools such as telescopes and cameras, and space exploration — past, present and future. Weather permitting, classes are held outside where actual observing takes place with a telescope, binoculars and the naked eye. Observations of the Comet Halley (which is returning to our solar system for the first time since 1910) are made throughout the course and its path across the sky and changing appearance are documented.
A visit to the McLaughlin Planetarium is planned.
Instructor: Randy Attwood has taught astronomy for several years, and has been the President of the Royal Astronomical Society of Canada, Toronto Centre since 1983. He has hosted a Rogers Cable Television show on astronomy called *Astronomy Toronto,* since 1981.

Wed. 7:30 to 9:30 p.m. Casa Loma Campus
20 hours Fee: $65.00
January 22 to March 26

Introduction to Sign Language CES 835

For course description, see page 80.

World Tensions Today: A Discussion Group CES 842

Consider in greater depth, through discussion and study, the reasons for some of the ongoing areas of tension in the world.

- The Superpowers and how they use their power.
- The Arms Race, the greatest cause of tension in the world today. The terror of War remains.
- From Guns to Butter. Why can't the world feed itself?
- Central America. The events in Central America are so tragic, yet controversial. Why?
- South Africa and the stake the Superpowers have there.
- The Middle East, its strategic and religious importance.
- Canada's Role, Peacekeeper or Satellite?

Guest speakers who are directly involved in the topics of discussion participate as schedules permit.
Instructor: George Hoff is the Foreign Assignment Editor of CBC National Television News. Among his many qualifications are his years as Television News Field Producer in Europe and Senior Assignment Editor of CBC — National Radio News.

Tues. 7 to 9 p.m. St. James Campus
16 hours Fee: $55.00
January 28 to March 18

Stained Glass I ART 805A

This course is an introduction to the copper foil and lead techniques of stained glass. The course is designed, both for a complete beginner and for anyone who wishes to become more proficient in this age old craft. Most aspects of stained glass will be covered so that each member of the class will become familiar with all the tools and materials necessary in the completion of stained glass windows. The course should provide an appreciation of the possibilities and qualities of a unique material.

Mon. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $72.00
Students must purchase their own material as required.
March 17 to May 21

Gardening

Indoor Gardening GARD 809

This course is an introduction to indoor gardening and landscaping. Topics include: indoor plant requirements; light — natural and artificial; water — how to, temperature, salts; soil — traditional composts versus "soil-less" mixes, formulae for mixes, fertilizers; identification of common pests, diseases and physiological disorders of indoor plants including: methods of cultural and chemical treatment, seeding and grafting; interior landscaping — containers and the selection of suitable plants for home or office environment.
Instructor: Wes Porter is a professional horticulturalist, consulting, broadcasting and writing for 25 years over three continents. He spent two years in Nigeria as a senior lecturer. A city gardener himself, he is seen every Wednesday morning on the CBC/CBLT "morning" TV show and writes regular columns for both national and local publications.

Wed. 6:30 to 9:30 p.m. or
Sat. 10 a.m. to 4:30 p.m. St. James Campus
12 hours Fee: $42.00 Materials: $5.00
January 22 to February 12 or
February 1 to February 22

Landscaping GARD 808

New homeowners or those wishing to replant their old gardens receive intensive instruction in how to prepare their own personalized plan of home landscaping, with special reference to plant materials suitable to the Toronto area. Topics covered include: the purpose of landscaping; perennials, vines, roses, annuals and bulbs; construction details of patios, fences and walkways; purchasing and sources of material; installation methods; and maintenance by a gardener's calendar. Students should bring a notebook, sharp pencils, straight edge, eraser, lot and house plan (if available), photos of back and front of house looking towards and away from it, graph paper, drawing paper and tracing paper.
Instructor: Wes Porter Enrolment Limited.

Mon. 6:30 to 9:30 p.m. or Sat. 10 a.m. to 4:30 p.m.
St. James Campus
18 hours Fee: $63.00
January 27 to March 3
February 1 to February 15

Graphic Design Diploma Credits

The Visual Arts Department offers credit part-time courses in the Graphic Design Program.
Credits obtained part-time are transferable to the full-time diploma program.
Courses are offered in segments to equalize the hours per semester of the full-time program.
It's designed to develop students' skills and abilities to the highest level of competence in the fields of graphic design and advertising arts. Upon graduation, students are prepared to pursue a career starting as a junior artist which leads to professional status in the advertising arts industry. The industry offers diversity and exceptional opportunities for personal and professional growth.
All applicants must submit a portfolio of five to ten samples and pass an art test. Arrangements must be made with the Visual Arts Department for an interview and art test at least two weeks in advance of the course start dates.
Graduates receive a diploma after completion of the program.
These courses may be taken as non-diploma, in which case an interview and an art test are not necessary.

***For more information,** call the Visual Arts Department at 967-1212, ext. 3401.*

Drawing Research DRAW 120X

Drawing exercises are carried out in various media using still life objects with emphasis on: line, proportion, shading & textures, in negative and positive form. The application of perspective will be taught in relation to interior renderings and outdoor sketching.

Two Semesters Mon. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $42.00
January 13 to April 14

Life Drawing LIFE 121X

A traditional approach to drawing based on the human figure. Understanding attitudes, positions and movements using contour, gesture, diagrammatic and progressive drawing.

Two Semesters Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $42.00
January 14 to April 15

Lettering LETT 122X

A thorough exposure to lettering is given, beginning with history, current usage, terminology and family. Practical application is the keynote, commencing with pencil, proceeding to pen, brush and marker. Co-ordinated with knowledge gained, emphasis is placed on devising letters to indicate special effects.

Two Semesters Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $42.00
January 14 to April 15

Design DES 123X

Two dimensional design will be explored in all its aspects. Geometric and free shapes will be used in projects involving point, line, contrast, texture, etc. Design theories are discussed in conjunction with the practical projects. Some basic advertising layouts will be developed.

Two Semesters Thurs. 6:30 to 9:30 p.m.
St. James Campus
42 hours/semester Fee: $42.00
January 16 to April 17

Science of Colour COLR 124X

An extensive study of the Itten Colour System, exploring the colour wheel, tone scales and dynamics of colour contrast. Design and illustrative exercises creatively employing colour concepts are carried out. History of Art projects are also carried out in this course.

Two Semesters Thurs. 6:30 to 9:30 p.m.
St. James Campus
42 hours/semester Fee: $42.00
January 16 to April 17

Graphic Reproduction Studies PRNT 125X

It is recommended that PRNT 125X be taken in conjunction with MECH 126X and STGR 130X. Students will be introduced to the theories and definitions of printing technology, typesetting, platemaking, camera work and stripping. Practical projects based on the theoretical aspects will be developed and carried through to completion.

Two Semesters Mon. 6:30 to 10 p.m.
St. James Campus
42 hours/semester Fee: $42.00
January 13 to April 14

Illustration ILLS 128X

Students are introduced to basic illustration techniques: pencil and pen shading, drawing faces, hands, etc. From these basic exercises, students will advance to exploring commercial applications using various media.

Tues. 6:30 to 9:30 p.m. St. James Campus
(two semesters)
42 hours Fee: $42.00
January 14 to April 15

Typographical Design TYPO 129X

Instruction will be given in the ordering and application of suitable typefaces, including basic measurements and copyfitting. Felt tip marker indication is stressed. This knowledge will be applied to designing with actual type.

Two Semesters Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours/semester Fee: $42.00
January 14 to April 15

Studio Graphics STGR 130X

This course is a continuation of MECH 126X – Mechanicals.
Prerequisite: MECH 126X – Mechanicals.
Course Content: A continuation of MECH 126X, students utilize skills acquired in Semester I to create printed design concepts (brochrues, ads, etc.). Camera ready art will be produced for each project.

One Semester Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $42.00
January 14 to April 15

Marker Rendering Techniques MRK 131X

An extensive study beginning with the correct use and the various methods of handling felt-tipped markers as they apply to layout and design problems. Both graphic and photographic rendering techniques will be thoroughly explored.

Two Semesters Mon. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $42.00
January 13 to April 14

Career-Oriented Courses

Advertising Design Basic ADES 900

Prerequisite: Interest in art.
Course Content: The course is designed to give the theories of commercial art/graphic design, along with some practical work in thumbnails, rough layouts, comprehensive layouts, mechanicals, paste-ups and colour separation by amberlith overlays.

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $42.00 Materials: $20.00
January 15 to April 16

Advertising Design Advanced ADES 902

Prerequisite: Advertising Design Basic ADES 900 or experience in a related field.
Course Content: This course will cover past history and present trends of commercial art/graphic design.
The students will design and prepare camera-ready art for a number of projects at an advanced level including print media advertisements, logo designs and their application to stationery, package design, promotional design, typographical design and basic photography.
For the preparation of camera-ready art work the student will operate a stat camera and IBM composer.

Mon. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $42.00 Materials: $20.00
January 13 to April 14

Retail Advertising Layout ADES 905

Prerequisite: Interest in Commercial Art and the ability to draw.
This course introduces the practical, day-to-day aspects of the craft of the retail advertising layout artist and answers the questions, "What is it like to be a layout artist for the retailer?", and, "What does it take to be successful?" Explains how to get ideas, produce rough renderings, comprehensives and finished layouts; how to make the written word visual (structuring a layout from the information given on an advertising requisition); the importance of merchandising, timing, production deadlines and constant last-minute changes; how to deal with buyers, studios, art directors, production managers and advertising directors; how to fend off interference from well-meaning people who should not be involved in the layout process. There will be a wide variety of weekly assignments which will enable the student to gauge abilities and progress.

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $42.00
January 14 to April 15

Airbrush Techniques AIRB 901

For beginners or advanced students.
Course Content: Fundamental working procedures, as well as advanced airbrush techniques are taught. Through example and demonstration, students will learn the proper setting up and care of equipment, including hands-on operation of the airbrush. Fine art, product rendering and advertising illustration projects are included. Students are encouraged to bring in their own work to develop and finish. Enrollment limited.

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $42.00 Materials: $25.00
January 14 to April 15

Cartooning CART 808

Course Content: Cartooning is a course designed for your own pleasure or to add to your income. This course is for the beginner as well as persons with some experience. Cartooning is effectively used in business in all forms of advertising, sales promotion and in the entertainment field. Various cartooning techniques will be taught including creation of characters, conventional signs of cartooning and how to draw caricatures.

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $42.00
January 15 to April 16

Computer Graphics COMP 800

This course offers hands-on experience in page creation using videotex computers. Students learn how to access the computer and initiate the various creation modes. Students are encouraged to design and create their own computer graphics. Completed projects are stored on a disc. At the end of the course, students receive hard copy of their projects in the form of 35mm slides. Limited enrolment.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $230.00 Lab: $20.00
January 15 to March 19
April 9 to June 11

The Professional Copywriter COPY 900

Prerequisite: Interest in copywriting.
This course introduces the student to the practical aspects of advertising writing for print, broadcast and TV, and answers the questions "What is it like to be a copywriter?" and "What does it take to be successful?" The student learns how to get ideas, write headlines, make copy interesting and persuasive, revise for clarity and become more creative. There is a wide variety of weekly assignments which enable students to gauge their abilities. Completed assignments provide a portfolio of samples to showcase the student's talents.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00
January 13 to March 17
April 7 to June 16

Interior Design and Decoration DES 801

Course Content: A practical course for persons interested in interior design and decoration of their homes and apartments. Topics covered are: floor plans, colour schemes, furniture layout in rooms and leisure areas, lighting, kitchen design and fabrics. Selection of furniture, drapes, carpets and other accessories for all rooms. There will be field trips plus basic exercises and projects. Exterior design will be covered for patios, sun porches and decks etc.

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee; $68.00
January 14 to April 15

Contemporary Magazine Design & Layout DES 900

Prerequisite: Basic design skills and interest in contemporary magazine design.
Course Content: This is a comprehensive course for the artist/designer interested in furthering his/her knowledge and skills in contemporary magazine design, layout and production. Areas covered include editorial layout, scheduling, production and deadlines. Actual magazines are re-designed, and students are encouraged to design new formats and systems for magazines using type, photographs, illustration and graphics.

Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $42.00
January 16 to March 17

Portrait Painting PAIN 904

Prerequisite: Basic drawing knowledge.
Course Content: This course is designed for beginners as well as for advanced students. Instruction will be given in anatomy and colour mixing pertinent to portraiture. Students will also study Old Masters techniques and work from models in any media they choose (oil, tempera, acrylic, water colour or pastel).

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $42.00
January 15 to April 16

Painting and the Illustrator PAIN 905

Prerequisite: Drawing Skills — interest in Painting and Illustration.
Course Content: Through a close concise study into the history of contemporary illustration, each student is encouraged to observe the work of today's professional illustrators. Students then apply this observation directly to a practical, in-class approach on techniques, involving: watercolour, tempera, casein, gouache, acrylics and oils.
From that initial stage they advance to developing a personalized style and a greater knowledge of illustration through painting.

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $42.00
January 15 to April 16

Technical Illustration NEW ILLS 900

Prerequisite: Ability to draw.
Students are exposed to various aspects of technical illustration such as exploded views, oblique (one point) and isometric (two point) perspective. An orthographic view is taken apart and redrawn as an isometric exploded drawing. Exact pencil renderings and inking are emphasized. Shading of drawings using various media and basic blueprint reading is also explored.

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $42.00
January 14 to April 15

Studio Management STBM 900

Prerequisite: Knowledge of design and freelance experience.
Course Content: This course is designed for the freelance designer, staff artist or beginning designer who is interested in running his/her design office profitably. Business aspects of design are extensively covered: pricing, invoicing, purchase orders, taxation, etc. The organization of an office, use of forms, establishing purchase order numbers and invoice numbers are also investigated.

Thurs. 6:30 to 9:30 pm St. James Campus
30 hours Fee: $30.00
January 16 to March 20

Audio Production

Basic Audio-Production Techniques ADIO 923

Course Content: Students will obtain a good understanding of recording techniques, acoustics, microphones and the preparation of slide-sound programs.
Extensive practical work is undertaken throughout the course.

Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $60.00
January 13 to March 19

Audio Production Techniques ADIO 928

Prerequisite: Basic Audio Production Techniques ADIO 923 or similar course and/or experience.
Course Content: This course is designed to extend the working knowledge of those who have already completed ADIO 923, or have gained suitable industrial experience.
The course will be run as a workshop, with students' performance assessed upon practical assignments. Work undertaken during the course will concentrate on three major areas: sound recording and mixing; film sound recording; slide-sound productions.

Mon. and Wed. 6 to 10:30 p.m. St. James Campus
90 hours Fee: $90.00
April 7 to July 2

Screenprinting

Screen Printing (Basic) SP 901

Course Content: This course is designed as an introduction, to enable the student to complete a number of projects, such as greeting cards, T-shirts, place mats or posters, stencil cutting, colour mixing, screenmaking and handprinting.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Wed. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $55.00
January 15 to April 16

Screen Printing (Advanced) SP 903

Prerequisite: Successful completion of SP901 (Basic) or equivalent industrial experience.
Course Content: A course designed to enable the student to complete a limited number of advanced projects, such as: fine art prints, wood or plastic decoration, posters or T-shirts. Operation of process camera, line and half-tone film-making, film imposition, preparation of indirect and direct photo stencils.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Tues. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $75.00
January 14 to April 15

Signwriting

Signwriting SIGN 900

Course Content: Fundamentals of general signwriting, brush lettering, type faces, colour and layout theory, materials, and basic screen printing. The application of signwriting on masonite, plywood, metal and glass is also taught.

Tues. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $35.00
January 14 to April 15

Show Card Writing SIGN 901

Course Content: This course is designed as an introduction to show card lettering; pen lettering and the production of banners, and posters, etc. Students who have previous experience will be encouraged to do advanced work.
Some techniques covered are: pen and brush lettering, type faces, colour and layout theory and practice.

Tues. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $35.00
January 14 to April 15

Photography

Introduction to Photography PHOT 800

The course offers a practical approach to the subject, and involves the student in camera work, developing, printing, dry-mounting and other techniques.
Illustrated talks cover — camera lenses, f stops and shutters, basic lighting techniques, filters and darkroom layout, etc. Owing to student demand, this course is run several times each year, but early registration is recommended.

Mon., Tues., Wed., Thurs., Fri.
6:30 to 9:30 p.m. Sat. 1 to 4 p.m. St. James Campus
30 hours Fee: $56.00 Lab: $20.00
January 6, 7, 8, 9, 10 or 11 to March 10, 11, 12, 13, 14 or 15

Intermediate Photography PHOT 801

Prerequisite: PHOT 800 — Introduction to Photography.
This course gives an intensive grounding in photographic principles with particular emphasis given to the understanding of precise exposure control. Darkroom and printing skills are explored in detail. Topics of discussion include: various black/white film processes, lighting techniques, basic colour and various creative approaches to photography. Students are expected to have their own camera systems. (A hand held light meter is not essential but would be beneficial.) Students must supply all film and paper. The College provides all processing solutions.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $56.00 Lab: $30.00
January 13 to March 17

Advanced Photography PHOT 802

Prerequisites: PHOT 801 — Intermediate Photography or equivalent experience or course. This course is designed to improve visual articulation and provide students with advanced black and white photographic procedures. Subjects covered include: applied lighting techniques, formal and informal portraiture, commercial studio techniques, advanced black and white film controls and darkroom techniques.

Wed. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $83.00 Lab: $35.00
January 15 to April 23

Documentary Photography PHOT 921

This intensive hands-on workshop provides students with an opportunity to practice and develop their photographic technical skills against a working understanding of documentary photography. The course is designed for people with or without previous experience in photography. Students are instructed in shooting, processing and printing techniques used in the production of a documentary portfolio on a chosen topic. The class combines a lab/lecture format to relate the students' photographs to historic and theoretical issues in documentary photography. Students should expect to spend up to $50.00 for supplies and materials.

Tues. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $63.00 Lab: $25.00
January 14 to April 22

Photographic Black and White Print Workshop PHOT 922

This workshop provides instruction and hands-on experience for those students interested in developing good black and white printing skills. Each student is instructed in the fundamentals of black and white printing techniques with a maximum amount of time available for extended darkroom work. Although beneficial, previous darkroom experience is not required.

Fri. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $45.00 Lab: $25.00
January 17 to April 26

Photographic Composition in Colour Slide Production PHOT 923

This course is designed for people with or without previous experience in photography. Using colour slide material, the student develops technical and aesthetic skills through an extended analysis of photographic composition. Students are encouraged to consider their camera's technical controls (framing, depth of field, and motion) as aesthetic controls to be used toward a full understanding of visual form. After considering photographic composition in the single frame, students build upon that understanding through the development of a sequence of photographs.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00
January 13 to March 17

Fashion Photography Workshop PHOT 924

Prerequisite: Introductory Photography or basic photography course.
This course is designed for students who have basic photographic skills in the area of fashion photography. The student photographs both professional and amateur models under a variety of outdoor conditions and settings involving beach, water, parks, sunsets and public building exteriors. Students study lighting techniques for photographing in open shade, bright sun, cloud cover, and rain, with a minimum of equipment. Students work with and supply their own colour negative film and black and white film. If weather conditions are not suitable, classes will be taught in a studio setting.

Sat. 10 a.m. to 1:30 p.m. St. James Campus
25 hours Fee: $25.00 Lab: $35.00
January 25 to March 8

Creative Black and White Printing PHOT 925

Prerequisite: Film processing experience and familiarity with current materials.
This course is for those wishing to have more creative control in producing fine photographic prints. Materials used in printing, such as paper types, developers, fixer types, washing aids and washers are reviewed. Methods to control contrast, such as selecting the proper grades and controlling print colour are investigated. The course also covers the final steps leading up to framing the print, archival processing techniques, dry mounting and matting.
Limited Enrolment.

Sat. 10 a.m. to 1 p.m. St. James Campus
45 hours Fee: $45.00 Lab: $20.00
January 11 to April 19

NEW

Understanding and Producing Photographic Books PHOT 928

Prerequisite: Basic photography course including darkroom work or equivalent.
This course provides the student with an opportunity to practice and develop their photographic skills as applied to the understanding and production of a photographically illustrated book. Issues investigated include sequencing photographs, images and text, photo narratives and the physical structure of book making. Students consider both historic and contemporary photo books as models and reinvestigate them in their own projects. The principal emphasis of the course is hands-on work as students process and print their own black and white negatives to produce a photo book on a chosen topic.

Sat. 9 a.m. to noon St. James Campus
30 hours Fee: $30.00 Lab: $15.00
January 18 to March 22

Introduction to Professional Photography PHOT 926

Prerequisite: PHOT 802 or equivalent experience.
This course is designed to introduce students to professional techniques and methods which are covered in a direct hands-on workshop setting. Students explore the possibility of a career in photography. Practical assignments are given in colour and black and white. Students must provide their own film.

Thurs. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $45.00 Lab: $20.00
January 16 to April 24

Photographie

For course description, see the Courses in French section, page 80.

Video

Videography — Basic and Advanced Camera PHOT 927

Photography is a visual medium used for the purpose of communication, education and entertainment. The advent of video introduces a new medium to use to the same end, but with new rules governing its use. In this course, students learn to use the video medium through these topics: format similarities, video tape, basic and advanced camera use, lighting for video, composition, editing, post-production techniques and electronic still photography.

Mon. 6:30 to 8:30 p.m. St. James Campus
16 hours Fee: $50.00
January 13 to March 3

Cinematography

Basic Cinematography CINE 922

Course Content: The student is introduced to 16mm motion picture production techniques involving basic scripting, production planning, shooting and camera positions, lighting, sound recording and mixing, editing and graphics.
Course offers a practical approach to film projects and assignments. A basic photographic or super 8 knowledge will aid the student in understanding this format.

Tues. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $60.00
January 7 to February 25

Cinematography CINE 925

Prerequisite: Basic Cinematography CINE 922.
Course Content; Cinematography CINE 925 is an intensive course, designed to further the experience of students who have already taken some previous course, such as Basic Cinematograpy CINE 922. The student taking CINE 925 will consider in greater depth the many practical aspects of motion picture technology which are involved in producing a film. Several short films will be made during the course.

Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00
March 18 to May 6

Printing Technology

Printing Technology covers all aspects of pre-press preparatory work, press operation and post-press binding and finishing. George Brown has the best-equipped facilities in Ontario and offers training in the latest printing techniques.

Composition and Typography

Introduction to Printing Processes COMP 106X

The course is intended for persons employed in copy preparation offices, editorial work and in fields where knowledge of the production of printed material would be desirable; or, for persons wishing an overview of the printing trades prior to deciding on further studies in the different skills taught by the College.
Course Content: Information is presented via lecture and demonstration about the major techniques involved in the printing of material. Instructors in the different production areas discuss and demonstrate their specialty allowing, as far as possible, free exchange among class members regarding problems peculiar to the given subject. The areas involved are copy preparation, typesetting, process camera, layout and platemaking, letterpress, flexography, rotogravure and offset lithographic machine printing and bindery and finishing techniques, estimating and office procedures.
A mark is not issued for this course, however, College records will be kept on a student's completion or non-completion based on an attendance of not less than 60% of allotted class time.

Mon. 6 to 9 p.m. St. James Campus
36 hours Fee: $36.00 Materials: $15.00
January 6 to March 24

Paper and Film Assembly (Paste-up) COMP 110X

Course Content: The laying out of boards and Mylar for the assembly of typeset material, both paper and film positives. The course covers a wide variety of projects ranging from simple one colour postcards, to advanced camera-ready artwork, using Amberlith overlays for multicolour work. Ruling techniques are demonstrated.
The student will produce paper and film positives for the assignments using various darkroom techniques — negative stats being produced on a process camera. He/she will be taught the use of the Strip Printer and Compugraphic 7200 headliner machines (Phototypesetters).

Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $45.00
January 7 to February 25

Computer Typesetting (Keyboard Operation and Concepts) COMP 200X

Prerequisites: COMP 102X; typing at 25 wpm minimum (50 wpm is advisable if you plan to work in this field).
Course Content: Instructing a computer typesetting device by coding, formatting using macros. The work to be produced by the student ranges from straight text to tabular matter of medium difficulty. This course is an individual learning course enabling more able persons to progress at a greater speed than normal under traditional teaching methods.

Tues. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $45.00
January 7 to February 25

Advanced Computer Typesetting COMP 300X

Prerequisite: Completion of COMP 200X.
Course Content: Extensive exercises in various kinds of typesetting. Tabular, run around format writing, conditional control coding, format storage at keyboard, CPU storage and the advantages and disadvantages of each. Editing terminal operation and uses, i.e. global search and change, correction, storage on disc, different coding methods that produce the same result and discussions of possible advantages of each. Outside character grid work including some French language typesetting.

Mon. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $45.00
March 3 to April 21

Mark-Up for Typesetting COMP 320X

Prerequisite: COMP 200X, or COMP 330X, or permission of the instructor.
Course Content: Mark-up procedures used in the commercial typesetting field. The course will include identification of the most common typefaces. Methods of determining choice of typeface and size within the range of work being considered. Terminology used in various forms of typesetting will be explained: i.e. macros, formats, explosions, etc. Writing of formats to facilitate production. Tours of progressive plant(s) may be arranged. A series of progressive assignments will be given which will involve the writing of macros. A number of assignments will be produced by a commercial typesetting house to prove the students' work.

Sat. 8 a.m. to noon St. James Campus
60 hours Fee: $60.00 Materials: $30.00
January 11 to April 19

Typography I COMP 330X

Prerequisite: Preference will be given to persons employed in Graphics Arts industries.
Course Content: Definition of typography, origins of letterforms, anatomy of type, setting type, type measurement and spacing, type families. Basic design principles, shape and space, copyfitting and mark-up colour as related to printing, the translation of basic layout into printed material.

Sat. 8 to noon St. James Campus
60 hours Fee: $60.00 Materials: $25.00
January 4 to April 12

Photomechanical Reproduction and Film Imposition

Photomechanical Reproduction CAM 100X

Prerequisite: Preference will be given to candidates employed in the graphic arts industry.
Course Content: A basic course for black and white camera covering the operation of process cameras, calibration of process cameras and darkroom equipment for line, fine-line and half-tone negatives, application of coloured filters and the use of panchromatic film, making photographic contacts and duplicates; theory of photographic lenses, light sources, film emulsions, processing solutions and machine processing.

Tues. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 7 to February 25
March 11 to April 29

Photomechanical Reproduction CAM 200X

Prerequisite: Completion of CAM 100X or equivalent industrial experience.
Course Content: Advanced course in half-tone photography and machine processing. Includes operation, maintenance and control of film processors, use of reflection and transmission densitometers; calibration of various types of contact screens to camera and processing conditions; making duo-tones and other techniques; introduction to colour separation procedures.

Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 6 to February 24

Photomechanical Reproduction — CAM 300X

Prerequisite: Completion of CAM 200X or equivalent experience.
Course Content: Designed for students with line and half-tone experience. Covers direct and indirect colour separation procedures by various methods; colour correction by photographic masking; basic colour theory; making screened positives and contrast control using CC filters. Also includes the operation and control of film processors, densitometers, enlargers and related equipment, as well as an introduction to scanner principles and operation.

Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
March 10 to April 28

Photomechanical Reproduction — Scanner — CAM 330X

Prerequisite: Completion of CAM 300X or equivalent trade knowledge.
Course Content: Principles of scanning, E & D curve and other sensitometric applications; gradation and colour computer, screening, proofing, future trends.

Tues. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 7 to February 25

Photomechanical Reproduction — Advanced Scanner — CAM 360X

Prerequisite: CAM 330X or equivalent industrial experience.
This course is designed to offer greater emphasis on selective colour correction procedures and related special effects. The course covers an in-depth explanation of colour computer set-up for printing inks in the plant, along with subsequent printed ink analysis using GATF colour diagrams. Explanations of the concepts of related digitization and colour make-up are covered in conjunction with plant visits to further demonstrate electronic page make-up. Other topics covered include achromatic colour studies and basic maintenance of a colour scanner.

Tues. and Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $75.00
March 11 to April 29

Film Imposition/Printing Surface Preparation — PSP 100X

Prerequisite: Preference will be given to candidates employed in the graphic arts industry.
Course Content: A basic course for black and white and line colour stripping. The course introduces job planning and layout of flats containing line and half-tone negatives. Imposition is included with the preparation of folded dummies and layout sheets for various types of bookwork. Darkroom techniques for making photographic contact film and the exposing and development of presensitized offset plates are an important part of this course.

Tues. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 7 to February 25
March 11 to April 29

Film Imposition/Printing Surface Preparation — PSP 200X

Prerequisite: Completion of PSP 100X or equivalent experience.
Course Content: Advanced techniques in black and white, line colour and four colour process stripping; contact work and making spreads and chokes, step and repeat methods and an introduction to the programming and operation of a photocomposing machine. An introduction to various types of pre-press colour proofing is also shown.

Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 6 to February 24

Film Imposition/Printing Surface Preparation — PSP 300X

Prerequisite: Completion of PSP 200X or equivalent experience.
Course Content: The emphasis at this level is on positive four colour process stripping procedures including the preparation of flats containing chokes and spreads, fake colour and colour separation. Colour charts are prepared by the student incorporating the various and repeat methods and machine photo composing.

Mon. and Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
March 10 to April 28

Machine Printing

Machine Printing — Offset — LITH 100X

Course Content: A basic course in the fundamentals of offset lithography (using 10" x 15" presses) covering feeding, register, dampening systems, ink control and running of one colour and two colour projects. This course leads to LITH 105X — Machine Printing Offset.

Mon. Tues. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 6, 7 or 9 to April 14, 15 or 17

Machine Printing — Offset — LITH 105X

Prerequisite: Successful completion of LITH 100X or permission of instructor.
Course Content: An advanced course in offset lithography using multilith presses covering feeding, dampening systems, colour control, and introduces the operations of the T51 two colour unit for the printing of multi-colour projects. This course leads to LITH 110X.

Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 8 to April 16

Machine Printing — Offset — LITH 110X

Prerequisite: Successful completion of LITH 105X or permission of instructor.
Course Content: Offset lithography on single colour, Heidelberg, Harris, Solna and Miehle presses. Good housekeeping, safety, measuring instruments and devices for pressmen. Cylinder arrangements, dampening systems both alcohol and conventional, inking, register systems, paper and ink as related to the pressman. The operation of a single colour press running one and two colour projects. This course leads to LITH 210X or LITH 230X.

Tues. or Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 7 or 8 to April 15 or 16

Machine Printing — Offset — LITH 210X

Prerequisite: Successful completion of LITH 110X or permission of instructor.
Course Content: An intermediate course in offset lithography on single colour Heidelberg, Harris, Miehle and Solna presses. This course will include one colour and multi-colour projects. Also, introduction of colour control using the densitometer. This course leads to LITH 220X.

Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 9 to April 17

Machine Printing — Offset — LITH 220X

Prerequisite: Successful completion of LITH 210X or permission of instructor.
Course Content: An advanced course in offset lithography on two-colour 29" Harris and 38" Miehle presses covering: fundamentals of two-colour offset lithography, feeding, register systems, inking systems, dampening systems and cylinder arrangements. Also included is press familiarization, theory and practical application of two-colour offset printing, and a four-colour process project.

Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 7 to April 15

Machine Printing — Web Offset — LITH 230X

Prerequisite: Successful completion of LITH 210X or permission of instructor.
Course Content: A basic course in the fundamentals of web offset printing. This course will cover the orientation and operation of the Solna Commercial III web offset press (36" x 22¾" cutoff) which will include the following: plate bending, plate packing, premakeready, web-up, damp-up and ink-up procedures. Pressroom safety and good housekeeping, roll stand tension control, shafting and installing new rolls, folder familiarization, makeready press for one colour two-sided job and tabloid folded segment.

Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 8 to April 16

Machine Printing — Web Offset — LITH 330X

Prerequisite: Successful completion of LITH 230X or permission of instructor.
Course Content: An intermediate course in web offset printing using the Solna Commercial III web offset press (36" x 22¾" cutoff). This course will cover a review of LITH 230X and will include the makeready and running of more complex projects. This course will also include make ready and running one colour two-sided with ¼ fold, changeover to two web operation tabloid fold (blank stock), make ready and run double parallel fold and one colour two sides (one web); make ready and run double parallel fold, two colours on two sides (one web).

Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 7 to April 15

Machine Printing Rotogravure — ROTO 200X

Prerequisite: Preference will be given to candidates with pressroom experience.
Course Content: A basic course in the fundamentals of rotogravure printing covering: safety, housekeeping, lubrication, roll feed and web tension, the printing units, services on press of air, water, gas and electrical controls, oven drying, roll rewind, circulating pump for inking system, rotogravure inks and their compatible solvents, ink viscosity measurements, doctor blade finishing, position register, substrates, running problems and corrections.

Mon. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $50.00
January 6 to April 14

Machine Printing Rotogravure — ROTO 300X

Prerequisite: Completion of ROTO 200X or permission of instructor.
Course Content: An advanced course in rotogravure printing with exercises in multicolour and four colour process pirnting, colour mixing, ink formulation for process printing and theory of electronic register control.

Tues. 6 to 10 p.m. St. James Campus
60 hours Fee $60.00 Materials: $50.00
January 7 to April 15

Binding and Finishing — BIND 125A-B, BIND 126A-B, BIND 225A-B, BIND 226A, BIND 325A-B

Prerequisite: Elementary mathematics.
Course Content: Because each major machine requires nearly 60 hours of instruction, the course certificates are subdivided into the above categories. Skills and machines are taught as supplements to each category. BIND 125A-B, 225A-B, 325A-B are courses in large and small machines. BIND 126A-B, 226A are courses in small machines only and tablework. Use of a selection of the following equipment with the aim of giving the student a thorough understanding of it.
Programmable Guillotines Polar Gergek
Computerized cutter control (on Polar 45¼" and Seybold 42")
Baum Folder — Pile Feed (17½" x 22½" and 20" x 26")
Baum Folder — Continuous Feed (26" x 40")
Stahl Folder — Buckle/Knife — Pile Feed (20½" x 31½")
Mueller Stitcher/Trimmer
Christensen Gang Stitcher
Bostitch 19E Stitcher
Brehmer Stitcher
Müller Gathering Machine — Type 201
Mueller Pony 5 Roto-Binder
Smyth No. 12 Book Sewers
Kabar Di-Electric Heat Sealing Machine
Foil Stamping Machine
Nygren-Dahly Rotary Perforator
Challenge Paper Drills
Cerlox — Table Top Combo
Book Back Stripper — Table Top
Schaefer Gluer — Table Top
Casemaking Gauge
Hickock Standing Press
Hand Sewing Frames

Mon., Tues., Wed., Thurs. or Sat.
St. James Campus
60 hours Fee: $60.00
January 6 to April 21

Hand Bind and General Repair — BIND 902A

This course covers instruction in basic manual bookbinding, and includes adhesive binding and sewn hard-cover binding, and leads to general repair of a variety of bindings.

Mon. or Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00
January 6 or 7 to April 14 or 15

Hand Bind and General Repair — BIND 902B

This course is a continuation of BIND902A covering instruction for increasingly difficult repair jobs as well as additional practice to increase speed and proficiency at general repair of a variety of bindings.

Mon. or Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00
January 6 or 7 to April 14 or 15

***For more information** or to register for bindery courses, please call the Bindery Department at 967-1212, ext. 3256.*

Post Diploma Nursing Certificates

RN Critical Care Nursing

NU 400

Nightingale Campus
Prerequisite: Current Certificate of Competence, College of Nurses of Ontario or, if, from out-of-province, eligibility for registration in Ontario; current nursing experience in an active treatment centre; Basic Rescuer Certificate, Canadian Heart Foundation; attendance at an Information/Selection session.
The goal of this program is to prepare registered nurses to give competent care to critically ill individuals and their families.
The program is organized in two phases, each consisting of a theory and a clinical component. In Phase I, the focus is on learning core concepts of critical care nursing through a study of the stable, critically ill individual. In Phase II, a case study format is used to build upon the core concepts and focus upon the unstable, critically ill individual suffering from complex, multisystem problems.
Theory includes:
- advanced anatomy and physiology of the vital systems (i.e.) cardiovascular, respiratory, renal, nervous and endocrine
- pathology of selected diseases including medical assessment and management
- nurse's role re selected assessment and supportive measures (e.g.) electrocardiogram, hemodynamic monitoring, venipuncture, intracranial pressure monitoring, ventilators
- systematic nursing assessment of all body systems
- use of nursing process in the critical care setting
- relevent medical-moral issues
- legal aspects of critical care nursing
- ways to promote communication and group process and prevent stress and burn-out

Clinical practice is arranged in one of the downtown Toronto hospitals.
Advanced standing may be granted for parts of the program, based on study at another educational institution and/or related work experience. A certificate is awarded for successful completion of all 10 courses (ie. NEUR 404, NEUR 405, NURS 939, NURS 941, NURS 943, HUMN 402, NURS 940, NURS 942, CCN 403, CCN 404).

Exemptions may be granted for parts of the program, based on study at another educational institution and/or related work experience. A fee of $10 is charged for evaluating clinical equivalencies and granting course exemptions.

This program is also offered full-time.

***For more information** and interview dates, please call Jean McLaren at 967-1212, ext. 4231.*

Phase I

Neurosurgical/Neurological & Gastrointestinal Nursing: Theory — NEUR 404

This course provides the theoretical knowledge for the Registered Nurse to care for critically ill but stable individuals suffering froin selected, common disorders of the central nervous system and the gastrointestinal system.
Theory includes anatomy and physiology, pathotherapeutics, medical assessment and management, nursing assessment and management, selected skills and selected medical-moral issues.

Starts September/86

Neurosurgical/Neurological & Gastrointestinal Nursing: Practicum — NEUR 405

Prerequisite: Successful completion of NEUR 404 or credit for same.
This course provides an opportunity for the registered nurse to apply knowledge while planning and giving care to critically ill, relatively stable individuals suffering from selected, common disorders of the central nervous and gastrointestinal systems.

Starts Fall '86

Cardiovascular Nursing — Theory — NURS 939

Course Content: This course provides the theoretical base for Registered Nurses to effectively use the nursing process in the management of critically ill, stable patients suffering from selected cardiovascular system disorders. Theory includes: relevent cardiovascular anatomy and physiology, pathophysiology, medical and nursing assessment and management.
Selected skills include interpretation of basic arrythmias and hemodynamic monitoring.

Starts Fall '86

Renal Nursing — Theory — NURS 943

Preference is given to students enrolled in the part-time program.
This course prepares registered nurses to use the nursing process in the management of critically ill, stable patients suffering from selected common disorders of the kidneys.
Course Content: Starting with a review and update of renal anatomy and physiology, this course provides the theoretical basis for nursing the patient suffering from acute renal failure.
Content includes pathophysiology and medical and nursing assessment and management. The use of peritoneal dialysis and hemodialysis is discussed.

Wed. 8 a.m. to noon Nightingale Campus
16 hours Fee: $16.00
January 8 to 29

Respiratory Nursing — Theory — NURS 941

Preference is given to students enrolled in the part-time program.
This course prepares the Registered Nurse to use the nursing process in the management of critically ill, stable patients suffering from selected common, respiratory system disorders.
Course Content: In this course, a review and update of anatomy and physiology form the basis for a study of selected respiratory system pathophysiology. Relevent medical and nursing assessment and management are included.
Nursing content focuses upon the effective use of nursing process and learning the basis and method of selected technologies, e.g. modes of oxygen delivery, chest tube management, ventilators.

Wed. 8 to 11 a.m. Nightingale Campus
24 hours Fee: $24.00
February 12 to April 2

Nursing Issues & Values — HUMN 402

Preference is given to students enrolled in the part-time program.
The group process portion of this course focuses on understanding human behaviour. It explores and analyses communication techniques and emphasizes listening skills, non-verbal cues and assertiveness. Opportunities to practice these skills are provided in the classroom setting.
In the value system portion, the learner explores ethical and moral issues and the implications of these in current nursing situations in an attempt to enhance personal and professional growth.
Content includes the study of value systems, relevant law and the issues of truth, confidentiality and consent.

Wed. noon to 2:30 p.m. Nightingale Campus
20 hours Fee: $20.00
February 12 to April 2

Cardiovascular Nursing — Practicum — NURS 940

Prerequisite: Successful completion of Cardiovascular Nursing: Theory NURS 939 or credit for same.
Course Content: This course provides an opportunity for Registered Nurses to use the nursing process in the clinical setting in the management of critically ill, stable individuals suffering from selected cardiovascular system disorders.

Mon. to Fri. 7 hrs. daily Hospital as posted
35 hours Fee: $35.00
April 21 to April 25

Respiratory Nursing — Practicum — NURS 942

Prerequisites: Successful completion of NURS 941 or credit for same.
This course provides an opportunity for registered nurses to assess, plan and give care to critically ill, stable patients suffering from selected common respiratory system disorders.
Working in a critical care setting, the nurse has an opportunity to use nursing process effectively and master selected technologies, e.g. oxygen delivery modes, chest tube management, ventilators.

Mon. to Fri. 7 hrs. daily Hospital as posted
35 hours Fee: $35.00
April 28 to May 2

Phase II

Critical Care Nursing: Theory-Advanced — CCN 403

The focus in this course is upon the development of knowledge and skills necessary for the registered nurse to care for the unstable critically ill patient with multisystem problems in a sophisticated critical care setting. Core concepts remain the same, but are explored in greater depth.
Content is presented in a case study format — situations in which complicated, multisystem, interrelated patient problems are analyzed.
Relevant pathophysiology, assessment, medical and nursing interventions are studied.
Opportunity is provided to consider principles of leadership and to develop teaching skills. Related nursing skills are obtained through practice in the clinical laboratory. Time is provided for goal-directed, independent study.

Nightingale Campus
100 hours Fee: $100.00
Fall 1986

Critical Care Nursing: Practicum-Advanced — CCN 404

Prerequisites: Successful completion of all Phase I courses and of CCN 403.
This course provides for the clinical application of theory and skill obtained in Critical Care Nursing: Theory — Advanced. Care is given to patients who are critically ill with complex multisystem problems and who require sophisticated assessment and supportive tools.

Mon. to Fri. Hospital as posted
105 hours Fee: $105.00
Dates: To be announced.

RN Neonatal Intensive Care Nursing

NU405

Prerequisites: Current Certificate of Competence, College of Nurses of Ontario, or if from out of province, eligibility for registration in Ontario; current nursing experience in the area of perinatology (ie. obstetrics, nursery, N.I.C.U.), Basic Rescuer Certificate, Canadian Heart Foundation.
This program prepares the registered nurse to provide comprehensive care to critically ill newborns in an intensive care setting and to their families.
Theory includes:
- current concepts of perinatal nursing and high risk pregnancy
- neonatal physiology, including indepth embryology
- problems of the premature and low birth weight infant and the follow up care provided
- care required prior to and during transportation of the newborn
- intervention available to critically ill infants with specific neonatal problems (genetic, congenital, respiratory)
- emotional care to the family of the high risk newborn and to the health care provider

Practicum includes:
- participant observation in high risk labour and delivery and antepartum units
- total care of the critically ill newborn including assisted ventilatory care
- use of advanced monitoring and diagnostic equipment
- operating room observation with pre- and post-op care
- blood sampling and intravenous insertion experience
- participation with the transport team
- laboratory and x-ray interpretation
- care of the family of the critically ill infant

Clinical practice with critically ill neonates is given in the Neonatal Intensive Care Unit at The Hospital for Sick Children.
A certificate is awarded for successful completion of all six courses of the program (ie. NURS 938, NEO 412, NEO 413, NEO 414, NEO 415, NEO 416).

Exemptions may be granted for parts of the program, based on study at another educational institution and/or related work experience. A fee of $10 is charged for evaluating clinical equivalencies and granting course exemptions.

The program is also offered on a full-time basis.

***For further information** and interview dates, please call Heather Urqhart at 967-1212, ext. 4236.*

Introduction to Perinatal Nursing NURS 938

Course Content: This course provides the registered nurse with knowledge and understanding of perinatology and the role of the nurse in this field. Content covers: analysis of the concept of family-centered care; stresses which affect the childbearing family and their caretakers; identification and assessment of the psychosocial and physiological risk factors; clarification of personal values, and ethics of perinatal care.

Thurs. 9 a.m. to 4 p.m. Nightingale Campus
55 hours Fee: $55.00
Starts Fall '86

Neonatal Intensive Care Nursing I: Theory & Labs NEO 412

Prerequisite: NURS 938 — Introduction to Perinatal Nursing.
Course Content: This course deals with the nursing management of the normal and stable critically ill newborn and his/her family. It covers physical and psychosocial needs of the premature and low birth weight neonate; conditions which may adversely affect the newborn and appropriate nursing prevention/intervention. Skills in assessment of the newborn and supporting the premature or low birth weight newborn are developed.

Thurs. 9 a.m. to 4 p.m. Nightingale Campus
65 hours Fee: $65.00
Starts Fall '86

Neonatal Intensive Care Nursing I: Practicum NEO 413

Prerequisite: NURS 938 — Introduction to Perinatal Nursing; NEO 412 — Neonatal Intensive Care Nursing I: Theory & Labs.
Course Content: This course provides experience in the neonatal intensive care setting permitting the student to work with the normal and stable critically ill infant and his family and to demonstrate comprehensive nursing care. Skills which are mastered in this experience include: the physical assessment of the newborn, interpretation of commonly utilized laboratory values and maternal-fetal history-taking.

Mon. to Fri. Hospital as posted
60 hours Fee: $60.00
February 10 to 21

Neonatal Intensive Care Nursing II: Theory & Labs NEO 414

Prerequisites: Successful completion of NURS 938, NEO 412, NEO 413 or credit for same. Based on pathotherapeutics and medical management of the unstable, critically ill newborn, this course covers the comprehensive nursing care of the newborn and his/her family including follow-up care after hospitalization. An important section of the course is the development of advanced skills in assessment and nursing care.

Thurs. 9 a.m. to 1 p.m. Nightingale Campus
70 hours Fee: $70.00
February 27 to June 19

Neonatal Intensive Care Nursing II: Pathotherapeutics NEO 416

Prerequisites: Successful completion of NURS 938, NEO 412, NEO 413 or credit for same. This course deals with the pathology, medical diagnosis and management of major health deviations of the unstable, critically ill neonate from a systems approach.
Transport of the ill neonate and implications for care are included.

Thurs. 1:30 to 4 p.m. Nightingale Campus
40 hours Fee: $40.00
February 27 to June 12

Neonatal Intensive Care Nursing II: Practicum NEO 415

Prerequisites: Successful completion of NURS 938, NEO 412, NEO 413, NEO 414, NEO 416 or credit for same.
Course Content: This course provides a concentrated experience in the neonatal intensive care units so that the registered nurse is able to master the necessary advanced skills and give safe, competent care to the unstable, critically ill neonate and his/her family.

Mon. to Fri. 8 hours daily Hospital as posted
160 hours Fee: $160.00
June 23 to July 18

NOTE: We are developing a program in Maternal High-Risk Nursing, to begin Winter 1986. For information call Heather Urqhart at 967-1212, ext. 4226.

RN Operating Room Nurse

NU 401

The goal of this program is to prepare registered nurses to function competently as team members in an operating room.
The program is organized in three sections or phases. Phase I consists of six weeks of theory including:
- Relevant anatomy and physiology
- Principles of asepsis
- Duties of scrub and circulating nurses
- Intensive study of surgical interventions, their indication(s) and complication(s)

Phase II is a ten-week practicum. During this time, the student rotates through several services, (i.e.) General Surgery, Gynecology, Urology, E.N.T., Orthopaedics, Plastics, Ophthalmology and has observational experiences in Neurosurgery and Cardiovascular surgery.
Clinical practice is arranged in one of the downtown Toronto hospitals.
Phase III is three weeks in length. The focus is management of organizational behaviour to prepare nurses to function as first level supervisors. The content includes management theory based on a behavioural human-relations framework, an exploration of research methodology and a study of teaching-learning principles and their application.
A certificate is awarded for successful completion of all four courses (i.e. — ORN 400, ORN 401, ORN 402, HUMN 402).
Prerequisites: See R.N. Critical Care Nursing.
This program is also offered full-time. For more information please call Virginia Pollock at 967-1212, ext. 4231.

Operating Room Nursing: Theory and Labs ORN 400

This course provides a study of the principles and practices of aseptic technique and surgical techniques essential for the nurse to function as a member of a surgical team.
Relevant anatomy, physiology and pathophysiology are presented. Basic aseptic technique skills are practiced in the clinical laboratory.

Starts Fall '86

Operating Room Nursing: Practicum ORN 401

This course provides clinical application of the aseptic and surgical techniques learned in Operating Room Nursing: Theory & Labs. It consists of hands-ons practice and observational experiences during planned rotations in the various surgical specialties.

PART I
Mon. to Fri. Hospital as Posted
150 hours Fee: $150.00
Winter '87

Nursing Issues and Values HUMN 402

The group process portion of the course focuses on understanding human behaviour. It explores and analyses communication techniques and emphasizes listening skills, nonverbal cues and assertiveness. Opportunities to practice these skills are provided in the classroom setting.
In the value system portion, the learner explores ethical and moral issues and the implications of these in current nursing situations in an attempt to enhance personal and professional growth.
Content includes the study of value systems, relevant law and the issue of truth, confidentiality and consent.

Winter '87

Operating Room Nursing: Organization and Management ORN 402

This course presents the concepts of organization and management preparing nurses to function effectively in team or leadership roles in an operating room setting. Included also is a study in the nursing research process to explore research methodology for improving patient care. Opportunities to study teaching methods and teaching skills are presented.

Note: *Registered nurses currently working in an operating room may apply for this course.*

Thurs. 5:30 to 8:30 p.m. Nightingale Campus
60 hours Fee: $60.00
January 9 to May 22

RN Rehabilitation Nursing

The goal of this program is the acquisition of rehabilitation knowledge and skills in order to work with the individual who is physically disabled and/or has long-term health care needs.
Prerequisites: Current Certificate of Competence, College of Nurses of Ontario. One year of nursing experience.

Rehabilitation Nursing: Theory REHN 401

This course provides basic theoretical knowledge for the registered nurse to work with individuals who are physically disabled and/or who have long-term health care needs.
Content includes development of a personal philosophy of rehabilitation and the identification and application of principles of adult learning and change theory. The nursing process forms a framework for the assessment of common physical and psychosocial needs of the long-term patient. The application of principles of rehabilitation nursing in areas such as neurology, long-term illness, orthopedics and ophthalmology is stressed.

Wed. 6 to 9 p.m. Nightingale Campus
60 hours Fee: $60.00
January 8 to May 21

Rehabilitation Nursing: Practicum REHN 400

This course gives the registered nurse an opportunity to apply theory as a participant-observer in clinical settings with individuals who are physically disabled and/or have long-term health care needs.

Mon. to Fri. Hospital as posted
60 hours Fee: $60.00
April 14 to 25

Introduction to Communication Disorders COM 903

This course is designed for those working with communication-disabled people. It is taught by speech pathologists from the Toronto Rehabilitation Centre and will cover: aphasia; hearing disorders; dementia; and alternative modes of communication. The course provides an introduction to the theory of communication disorders and to basic programming skills.

Thurs. 6 to 9 p.m. Nightingale Campus
18 hours Fee: $18.00
January 16 to February 20

Critical & Emergency Care Nursing NURS 947

Prerequisite: R.N. with current C.P.R., independent review of anatomy and physiology.
This course was developed in collaboration with Princess Margaret Hospital. Course content will focus on the skills and knowledge necessary to give effective care when the physical condition of the patient with pre-existing pathology destabilizes. Students will be able to:
- assess the function of all body systems;
- analyze relevant laboratory data;
- anticipate potential complications of patients with multi-system problems;
- discuss selected clinical problems, diagnotic tools and management modalities.

Thurs. 6 to 9 p.m. Nightingale Campus
36 hours Fee: $36.00
January 23 to April 10

RN Occupational Health Nursing

The Collaborative Community College Program for Occupational Health Nurses NU 408

This academic year, George Brown College is scheduled to offer one of the ten courses in this program.
Prerequisite: Current Ontario Certificate of Competence; one year accumulated experience in nursing within the last 5 years. Preference given to nurses currently employed in Occupational Health Nursing. For more information call Jackie Salmona at 967-1212, ext. 4229.

Physiology Series

Understanding the Nervous System in Health and Disease NURS 935

Prerequisite: Basic course in anatomy and physiology.
Course Content: The nervous system is the main coordinator of information in the body. This is a course in applied physiology of the nervous system.
Understanding the physiology of this system forms the basis for discussing such topics as pain and stress management, the unconscious patient, cranial and spinal cord injuries, central nervous system functional tests and the control of posture and movement.

Tues. 6 to 9 p.m. Nightingale Campus
15 hours Fee: $15.00
January 14 to February 11

Understanding Fluid and Electrolyte Imbalance NURS 932

Prerequisite: Basic course in anatomy and physiology.
Course Content: This course covers the basic factors involved in maintaining normal fluid and electrolyte balance and relates such understanding to the areas of disease and the treatment of the patient.
Topics Include: Replacement fluid therapies, hyperalimentation, dialysis, and monitoring methods employed in the hospital are studied. Lab test results and relevant case histories are analyzed.

Tues. 6 to 8 Nightingale Campus
15 hours Fee: $15.00
February 18 to April 18

Physiology of the Endocrine System NURS 919

Prerequisite: Basic course in anatomy and physiology.
Course Content: This course is concerned primarily with the physiological regulation and control of different metabolic processes occurring within the body. Relevant topics in pathophysiology will be included in the content.

Thurs. 6 to 9 p.m. Nightingale Campus
21 hours Fee: $21.00
January 9 to February 20

Blood and Immunity NURS 904

Prerequisite: Basic course in anatomy and physiology.
Course Conetnt: This course focuses upon an indepth study of the constituents of blood with special emphasis on erythropoiesis, phagocytosis, antibody production, immunity, the clotting process and blood groups. Topics in pathophysiology are included.

Thurs. 6 to 8 p.m. Nightingale Campus
13 hours Fee: $13.00
February 27 to April 3

Cardiac Monitoring

Understanding the Electrocardiogram NURS 921

Prerequisite: Basic course in anatomy and physiology.
Course Content;The electrocardiogram is an essential assessment tool in the management of arrhythmias.
This 16-hour introductory course is designed to provide a basic introduction to the systematic analysis of single lead cardiac monitor strips. Emphasis is placed upon recognition of normal sinus rhythm strips and of dysrhythmias arising from the atria, the atrioventricular node and the ventricles. The course format provides opportunities for student participation in discussion and practice sessions.

Tues. 6 to 8:30 p.m. Nightingale Campus
16 hours Fee: $16.00
January 14 to March 4

Respiratory Nursing NURS 944

Prerequisite: Current Certificate of Competence (Nursing), College of Nurses of Ontario and one year of current nursing experience in an acute care setting.
Course Content: This 45-hour course is a collaborative course developed by George Brown College and the Wellesley Hospital. The aim of the course is to provide nurses currently working in acute and intensive care settings with in-depth theory and current technologies in the management of the patient with respiratory problems. An in-depth review of anatomy and physiology forms the basis for a study of selected respiratory system pathophysiology and related medical assessment and management. Nursing content focuses upon the effective use of nursing process and mastering of selected technologies. Successful completion of this course counts as credit toward completion of Phase I of the Critical Care Nursing program.

Wed. 6 to 9 p.m. Nightingale Campus
45 hours Fee: $45.00
January 15 to April 23

12-Lead ECG: Analysis & Interpretation NURS 933

This is an advanced course in electrocardiogram analysis and interpretation. The course is designed to provide the learner with knowledge of the heart and its electrical activity and with the skills necessary for analysis and interpretation of normal and selected abnormal 12-lead electrocardiograms (ECG). Topics include myocardial ischemia and infarction, ventricular hypertrophy and atrial enlargement, pericarditis, pericardial effusion, intraventricular conduction defects, aberrancy, myocardial aneurysm, electrolyte abnormalities and drugs. Emphasis is placed on a systematic approach to 12-lead ECG analysis. The course includes formal learner participation in discussions, practical work with 12-lead ECG's, periodic quizzes and a final exam.
Prerequisites: • Registered nurse or medical doctor
• Recent basic course in arrhythmias and/or recent experience working with cardiac monitors.

Tues. 6 to 8:30 p.m. Nightingale Campus
24 hours Fee: $24.00
March 25 to May 27

Physical Assessment NURS 931

Prerequisite: Current Certificate of Competence, College of Nurses of Ontario.
This course is designed to assist the Registered Nurse to develop basic skills in the physical assessment of adults. It includes a review of history-taking and recording, uses a systems approach to physical examination and a problem-solving approach to patient care. Emphasis will be placed on recognition of the range of normal findings with some discussion of common abnormalities. Lectures will be augmented by demonstration of techniques and each class includes a practice session in which every student is expected to participate. In depth review of relevant anatomy and physiology will be the students' responsibility.

Mon. 6:30 to 9:30 p.m. St. James Campus (Register at Nightingale Campus)
36 hours Fee: $36.00
January 13 to March 31

Pharmacology for Registered Nurses PHAR 900

The purpose of this course is to assist registered nurses to update knowledge in pharmacology. Content includes a review of the basics of pharmacology; sources of information about drugs; drug classification into groups; study of groups according to effect/action, uses, side and toxic effects, and implications for administration. Content is presented through lectures, discussion and individual study.

Mon. 5:30 to 8:30 p.m. Nightingale Campus
45 hours Fee: $45.00
January 13 to April 21

Introduction to Medical Electronics & Patient Care Monitoring Systems MED 900

Prerequisite: Registered Nurse or currently working in the health care field
This course is designed to provide an introduction to basic electronics, and hands-on practice with a variety of medical devices. The course is taught by a biomedical electronics technologist and is of interest to nurses working in intensive care, coronary care, emergency departments and operating rooms. Course Content covers: electronic signals from the brain and heart; monitoring body electricity; converting physiological changes into electrical signals; problems in patient monitoring; the readout; therapeutic applications; and introduction to computers and biomedical applications.
This course was developed in collaboration with Toronto Western Hospital and will be offered Tuesday evenings at Toronto Western. For additional information, please call Joanne Franks at 967-1212, ext. 4220/4221.

Tues. 6 to 8 p.m. Toronto Western Hospital
30 hours Fee: $30.00
January 14 to April 22
Please register at Nightingale Campus.

R.N. Examination Review NURS 927

The aim of this course is to assist graduate nurses to prepare to write nurse registration examinations in Ontario. Content of the course consists of: a review of the most frequently encountered nursing situations in medical, surgical, maternity, pediatric and psychiatric nursing — presented in seminar format; guidelines re how to write multiple choice examinations and practice writing comprehensive examinations similar to provincial registration examinations.

Mon. and Thurs. 6 to 9 p.m.
Nightingale Campus
54 hours Fee: $54.00
March 31 to May 29

Registered Nursing Assistants

R.N.A.: Rehabilitation Nursing — Theory NURS 937

The focus of this course is understanding the needs of the individual who is physically disabled or has long-term health problems and the implications for the Registered Nursing Assistant. The content covers:
• development of a personal philosophy of rehabilitation
• principles of learning and teaching
• theory of change and its impact on the patient and the worker
• the application of the nursing process in rehabilitation
• management of patients with specific problems
• the role of the Registered Nursing Assistant in rehabilitation

Tues. 5:30 to 8:30 p.m. Nightingale Campus
45 hours Fee: $45.00
January 14 to April 22

R.N.A.: Administration of Medications NURS 404

This course is designed to enable registered nursing assistants to meet the minimum competencies in the administration of medications outlined in the Standards of Nursing Practice for Registered Nurses and Registered Nursing Assistants, April 1983. Theory content includes: control, types and uses of medication; actions and effects of medications; drug classification; preparation and methods of administration; reporting, recording and transcribing a physician's written order for medications. The learner is able to apply knowledge and gain clinical competence through self-study and practice using independent learning packages, mastery testing and by participant observer experience in a clinical setting.

Wed. 5:30 to 9 p.m. Nightingale Campus
52 hours Fee: $52.00
January 15 to April 23

R.N.A.: Surgical Aseptic Procedures NURS 945

Prerequisite: Current Registered Nursing Assistant, Certificate of Competence (Ontario) or proof of eligibility
This course is designed to enable Registered Nursing Assistants who have a variety of nursing experiences to meet the minimum competencies in surgical asepsis, outlined in the April 1983 Standards of Nursing Practice for Registered Nurses and Registered Nursing Assistants. The 20 hours of theory include a study of basic elements of microbiology, body defense mechanisms, principles of surgical asepsis and their application, patient teaching and appropriate reporting and recording. The 16 hours in simulated practice enable the learner to apply knowledge and gain competence in carrying out surgical aseptic procedures and related activities. Independent learning packages will be used to facilitate mastery of psychomotor skills.

Thurs. 5:30 to 8:30 p.m. Nightingale Campus
Fee: $36.00
January 16 to April 3

Cardiopulmonary Resuscitation

Cardiopulmonary Resuscitation — Basic Rescuer CPR 902

Basic life support CPR is a first aid procedure performed by trained lay people without direct medical supervision. It is a component of Emergency Cardiac Care (ECC). The objectives of the course are knowing the concepts of basic life support measures in emergency cardiac care and accurately performing the psychomotor skills of cardiopulmonary resuscitation of the adult and infant in pulmonary and/or cardiac distress. The course follows the guidelines set by the Canadian Heart Foundation. A certificate issued by the Heart Foundation is given upon completion.

Tues. and Thurs. 5:30 to 9:30 p.m.
Nightingale Campus and Casa Loma Campus
12 hours Fee: $12.00 Materials: $3.00
Casa Loma Campus:
January 9 to January 16
January 23 to January 30
February 6 to February 13
February 20 to February 27
March 6 to March 13
March 20 to March 27
April 3 to April 10
April 17 to April 24
May 1 to May 8
May 15 to May 22
May 29 to June 5
June 12 to June 19

Cardiopulmonary Resuscitation — Basic Rescuer Recertification CPR 903

Prerequisite: Ontario Heart Foundation Basic Rescuer Certification.
Certification is valid for one year only.
Course Content: This course is designed to review and update material and methods presented in the Ontario Heart Foundation basic rescuer courses and will recertify holders of this certification.

Mon. and Wed. 5 to 10 p.m. Casa Loma Campus
10 hours Fee: $10.00 Materials: $5.00
January 6 to January 8
February 3 to February 5
March 3 to March 5
April 1 to April 3
April 7 to April 9
May 5 to May 7
June 2 to June 4

First Aid

First Aid HEAL 102X

This course will provide students with skills and knowledge in emergency procedures. It is designed to meet guidelines outlined by the Canadian Red Cross Society.

Tues. 5:15 to 10 p.m. Nightingale Campus
15 hours Fee: $15.00 Materials: $10.00
January 7 to January 28
February 4 to February 25
March 4 to March 25
April 1 to April 22

Dental Assisting Certificate

This program is offered jointly by the Health Science Division, Continuing Education Departments of George Brown and Seneca Colleges. It is designed to enable a working Dental Assistant to complete the required courses leading to a certificate in Dental Assisting in a three year period. Every course will be offered over the 3 year period. Students should undertake only some of the subjects offered in any year with the objective of completing the program in a maximum of five years.
Applicants should have an Ontario Secondary School Graduation Diploma with credits in biology and chemistry in Grade 11 or 12, or equivalent, and typing at 30 w.p.m.
Application forms and information materials may be obtained by calling Anita Madrus at 967-1212, ext. 2442. Students may register for courses upon receipt of a letter of acceptance into the program. Students are encouraged to register early.
The following courses must be completed in order to obtain the certificate.
Human Biology BIO 102X
Introductory Psychology PSY 171
Pre-Clinical Techniques PCT 101X
Dental Materials DENT 106X
Microbiology BIO 104X
Language & Communications ENG 193
Oro-Facial Anatomy ANAT 102X
Dental Radiology DENT 109X
Dental Office Procedures DENT 117X
Preventive Dentistry/Oral Pathology DENT 104X
Pharmacology & Emergency Care PHAR 102X
Nutrition NUT 101X
Dental assisting students who are eligible to graduate in the current academic year must apply in writing including proof of eligibility.
"Application for Graduation" forms are available from the Casa Loma Admissions Office, 967-1212, ext. 2442.

Courses for Winter/ Spring 1986 include:

Pharmacology and Emergency Care PHAR 102X

Prerequisite: Human Biology, co-requisite C.P.R.
Course Content: During this course, the student will be introduced to the principles of pharmacology and drug therapy. Special attention will be given to the drug groups used in dentistry, including their action, common side and toxic effects and implications for their administration. The student will be familiarized with their signs and symptoms of common medical emergencies, such as syncope, hemorrhage, cardiac irregularities, diabetic reactions. Principles of first aid and resuscitation will be included.

Mon. 6:30 to 9:30 p.m. Casa Loma Campus
30 hours Fee: $30.00
January 20 to March 24

Preventive Dentistry/ Oral Pathology DENT 104X

Prerequisite: Oro-Facial Anatomy.
This course has two primary objectives: A. To familiarize the student with the varied aspects of preventive dentistry, to develop students' awareness as to the effectiveness of good preventive measures, to develop the students' ability to provide patient instruction in plaque control measures, following the dentist's direction and/or preventive treatment plan. B. To introduce the student to Oral Pathology and Histology with specific reference to dental disease and anomalies.

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
45 hours Fee: $45.00
January 22 to April 30

Introductory Psychology PSY 171

Prerequisite: Grade 12 with two senior sciences.
This course provides an introduction to psychological theory and patient management for dental auxiliaries.
Psychological theory — historical background; methods used to study behaviour; biological bases of behaviour; learning; motivation and emotion; perception; development, language and thought; altered states of consciousness; introduction to social psychology; personality; abnormal psychology. Patient management — communication; role behaviour; first impressions; interviewing response and evaluation education, motivation and persuasion; building a good dental health team; conflict management and problem solving.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
45 hours Fee: $45.00
January 23 to May 1

Nutrition NUT 101X

Prerequisite: Human Biology.
This course introduces the student to the theoretical, scientific basis of nutrition in combination with the practical application of this information to the food selection. Basic principles of the metabolism of carboyhydrate, fat, protein, vitamins and minerals will be presented. The applications will be stressed through audio visual aids, discussions and assessments. Students will perform a nutritional assessment of their own diets using both quantitative and qualitative methods of analysis.

Mon. 6:30 to 9:30 p.m. Casa Loma Campus
24 hours Fee: $24.00
May 5 to June 30

Courses offered in the 1986-87 academic year will include:
Human Biology BIO 102X
Introductory Psychology PSY 171
Pre-clinical Techniques PCT 101X
Dental Materials DENT 106X
Microbiology BIO 104X
Language & Communications ENG 193
Oro-facial Anatomy ANAT 102X

Dental Technology

Roundhouse DENT 906

This course is designed specifically for those attempting the Provincial Registration Examinations. Preference will be given to students who show proof of acceptance as candidates for the Registered Dental Technicians Examinations (Letter or Receipt). Instruction will be provided and projects assigned in the areas of complete and partial denture construction, crown and bridge work and orthodontics. Participants must be working dental technicians, and should have experience in all areas previously mentioned.

Mon. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $60.00
January 6 to March 12

Physiology of Occlusion — Introduction to Complete Dentures DENT 926

Prerequisite: DENT 925 — Dental Anatomy — Introduction to Terminology and Tooth Morphology.
To provide the student with the basic principles of gnathology and the stomatognathic system.
Course content: Includes various types of articulators, their function and limitations; the facebow and other accessories; the physical factors of determants of occlusion, both static and dynamic; the synergism of the components of the masticatory process. Also included will be basic knowledge of handling impressions, production of gypsum and stone casts, custom trays, baseplates and occlusal rims, articulator mounting, setting up of teeth into occlusion and waxing for finishing.

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
45 hours Fee: $45.00
January 8 to April 16

Introduction to Crown & Bridge DENT 923

Prerequisite: DENT 922 — Dental Materials or equivalent.
To introduce the student to the field of fixed prosthodontics.
This course covers the fundamentals of dental anatomy; an introduction to the physiology of occlusion and the fabrication of models and dies all as relation to Crown and Bridge work. The course's major focus is on wax-up procedures for the fabrication of crowns and bridges.

Mon. to Fri. 9 a.m. to 5 p.m. Casa Loma Campus
60 hours Fee: $60.00
July 7 to July 18

Dental Technology Workshops

For a list of required supplies and equipment, please call Anita Madrus at 967-1212, ext. 2442.

Framework Design for Porcelain Fused to Metal DENT 918

Prerequisite: Working technician with experience in crown and bridge work.
Course Content: This course deals with impressions; pouring, pinning, type of tooth preparation, mounting and programming of adjustable articulators, die ditching and preparing. Student practice in waxing of 1x3 and 2 single units; waxing techniques; occlusion; pontic design; spruing; investing, casting of 2 single units to be splinted after casting; and trouble shooting in porcelain due to poor frame design.

Sat. 9 a.m. to 5 p.m. Casa Loma Campus
8 hours Fee: $75.00
January 18

Metal-Ceramic Restorations DENT 919

This course provides instruction in the nature of and properties of porcelain; base-metal, semi-precious and marble-metal alloys; and the procelain-metal system.

Sat. 9 a.m. to 5 p.m. Casa Loma Campus
8 hours Fee: $75.00
January 25

Introduction to Basic Design Principles in Orthodontics DENT 928

Prerequisite: Working dental technicians.
Course Content: Includes an overview of the use of Hawley retainer's, universal and single coil rings; band spacers; and expansion screw retainers.
This basic course is designed to acquaint students with techniques of manipulating and soldering various guages of wire as well as the fabrication of band spacers.

Fri. 6 p.m. to 10 p.m. or Sat. 9 a.m. to 5 p.m.
Casa Loma Campus
12 hours Fee $125.00
February 14 and 15

Internal Staining DENT 929

Prerequisite: Participants must be working dental technicians specializing in dental ceramics.
Course Content: Technique of colours; nature of porcelain; nature and properties of alloys; porcelain — metal systems; and trouble shooting.

Sat. 9 a.m. to 5 p.m. Casa Loma Campus
8 hours Fee: $75.00
March 15

Precision Attachments DENT 917

This course is designed to give an overall understanding of the function and work flow of different precision attachments, with emphasis on the crown & bridge phase. Participants should presently work in the crown and bridge department or have done so in the past.

Fri. 6 to 10 p.m. and Sat. 9 a.m. to 5 p.m.
Casa Loma Campus
12 hours Fee: $125.00
April 18 and 19

Parallel Technique in Dental Radiography DENT 921

Prerequisite: Certified Dental Assistant or Registered Dental Hygienist and completion of a recognized course in radiation safety.
Course Content: This course provides the student with a review of the terminology in dental radiography; a review of patient protection from exposure to radiation; an explanation of the advantages and disadvantages of the "parallel technique" of taking radiographs. The course also offers instruction in, and classroom time to produce an acceptable full-mouth radiographic survey including processing and mounting of the x-rays.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $83.00
May 1 to May 22

Dental Radiography: Theory and Technique DENT 933

Prerequisite: Working in a dental office and basic understanding of oral facial anatomy and X-ray physics and H.A.R.P. Certified.
This theory and practice course is designed to review the principles and application of dental radiography. The first part of the course will focus on radiation safety measures and the second part will concentrate on skill development in short cone bisecting and long cone paralleling techniques.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
45 hours Fee: $45.00
January 16 to April 24

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Certificate in Hospitality Management

The Hospitality/Tourism industry will be Canada's largest industry by the year 2000. The critical consideration in the development of the industry will be the availability of an adequate and well trained supply of personnel.
The following courses (each complete in itself) expose future leaders of this industry to various segments of management. Successful completion of 6 of the following 9 courses qualifies the student for a George Brown Certificate in Hospitality Management studies. These courses may also be applied for credit towards the full-time diploma in Hotel or Food and Beverage Management, or Culinary Management. For information concerning the specific requirements for the certificate, phone 967-1212, ext. 4337.

A TEXTBOOK IS REQUIRED IN MOST COURSES.

Food Service Facilities — Planning and Design FSF 900

The course investigates the sequence of activities in the development of a food service facility and the roles, responsibilities, and compensations of the professionals who are involved in the planning team: owner, operator, architect, food service designer, equipment contractor, etc. Management of conceptual and physical planning in the overall progression of events are discussed. Assignments and case studies are performed by participants.
Course Content: Topics include: concept and program definition, principles of efficient design and layout, selection of equipment, interior design, capital costs, business practices of the professional consultants and emerging trends in hospitality facilities.
Note: Enrolment is limited.

Mon. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $15.00 (includes price of text)
January 20 to March 24

Purchasing for Hospitality ACC 108X

Course Content: This course is designed to help students understand the complexities of Food and Beverage purchasing and to understand certain fundamental principles in purchasing which help avoid costly errors and build a more profitable operation. This is a basic course which deals with purchasing needs as determined by function, delivery, quantity and price. Subject Matter: Purchasing Specifications; Making Quantity Decisions; Basic Inventory Control and Purchasing; Selecting Suppliers; Determining Prices; Other Costs in Purchasing; Purchasing Procedures; Value Analysis; Buying Outside Canada; Make vs Buy Decisions; Evaluating Purchasing Effectiveness.

Thurs. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $25.00 (includes price of text)
January 23 to March 27

Food and Beverage Cost Control ACC 210X

Course Content: The course develops food and beverage cost control techniques typical to the hospitality industry from purchasing through the various functions of receiving, storing, issuing, production, to portion and revenue control. Emphasis is placed on yield testing, recipe pre-costing and the interpretation of cost control information. In addition, the course touches on pricing strategy and the relationship between sales volume and profitability.

Mon. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $15.00 (includes price of text)
January 20 to March 24

Front Office Operation HIND 222X

An intense professional approach to Front Office procedures, expressing the hotel guest relationship from prearrival to departure. Heavy emphasis on hotel terminology plus strategies of reservation controls, reception and credit procedures along with skills of operation and audit of the NCR 4200 and 250. Attention will also be paid to special situations such as V.I.P. guests as well as travel agencies and their impact on the hospitality industry.

Thurs. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $5.00
January 23 to March 27

Hospitality Law and Insurance LAW 204X

The objective of this course is to provide the student with a basic and general understanding of Canada's legal system as it pertains to the hospitality industry.
Course Content: The course covers the origins of the law, its tenets and principles, its doctrines and procedures, its approaches and how it works. The specific details of the law that concern the hospitality industry are explored in depth. The studies are designed to provide the student with information upon which to base his/her on-the-job behaviour so that legal difficulties are avoided for the employee, the customer, and the organization.

Mon. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $25.00 (includes price of text) and purchase of text.
January 20 to March 27

Hospitality Accounting ACC 207X

Course Content: To determine the basic accounting data required by operations in the hospitality and tourist industries. To show how better utilization of information from accounting records can be incorporated into budget planning, and improve both the efficiency and profitability of a business. This course covers a wide range of subjects essential to profitable financial management. Topics by Session: Financial, Statements, Planning Budgets and Forecasting; Controls of Food, Beverage and Room Revenue; Cash Flow and Control; Credit Analysis and Control; Inventory Control; Purchasing and Leasing Policies; Control of "Un"-Fixed Assets; Taxation; Priorities for Effective Management.

Wed. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $20.00 (includes price of text)
January 22 to March 26

Human Resources Development PERS 203X

The purpose of this course is to provide the student with the fundamental knowledge and skills necessary to ensure success in managing the human resources of an organization.
Course Content: The course explores the major theories of the management process, its dynamics, its functions, its systems and methods. The student will have the opportunity to practice the management functions of planning, staffing, organizing, directing and controlling the workforce. The course focuses on the development of knowledge and skills in the areas of manpower planning — employment, compensation, motivation, training and development, job design and standards of performance.

Tues. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $5.00
January 21 to March 25

Marketing for the Hospitality Industry MARK 208X

Course Content: To learn to deal effectively and decisively with marketing problems, thereby, avoiding needless errors, unhappy customers and waste of time and money. The course material covers the many facets which are vital to a successful marketing program.
Topics by session: Analyzing the Marketing Problem, Sales Planning; Equipping to Sell and Service; Direct Mail as a Marketing Tool; Advertising as a Marketing Tool; Supplementary Marketing Aids; Promoting Individual Room Business; Promoting Convention and Group Business; Promoting Food Beverage Sales; Relating All Management Decisions to Marketing.

Wed. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $10.00 (includes price of text)
January 22 to March 26

How to Start a Restaurant SBM 900

Course Content: This course is intended to brief the student on the many areas of concern when planning and/or operating a new food service facility. The areas explored are: developing the concept, defining the marketing strategy, menu planning, business organization and human resources, food facility layout and design, financial planning, controlling the cost of food, beverage and labour. This introductory course provides the student with the insight into the more specific management courses offered in this series.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $5.00
January 23 to March 27

Energy Management in the Restaurant MAN 900

Prerequisite: Employment in food service industry management.
This course covers the following topics: an overview of energy consumption in the food service industry; organizing the energy management program; energy consumption and costs in food services; direct energy consumption in food services; indirect energy consumption in food services; refrigeration systems; food service preparation technology; "HVAC" sanitation; lighting; basic energy management policies; implementing an energy conservation program.

Tues. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00
January 21 to March 25

Maximizing Profits from Dining Room Services MARK 915

Prerequisite: Two years of dining room service or similar preferred.
This course is designed to upgrade the performance of dining room service personnel. An analytic approach is used to clarify some basic concepts about the essential components of dining room service. Among other topics, the course deals with problems such as how to establish rapport with the customer, how to determine customer needs, the role of the service person as sales person and how to identify the four social styles and adopt the approach to the customer accordingly. The use of video tape enables the analysis of case studies and group analysis during the workshop.

Tues. 6 to 9:30 p.m. Kensington Campus
28 hours Fee: $28.00
January 21 to March 11

Certificate in Haute Cuisine

This program is designed to meet the ever-growing demand for knowledge and practical experience in the creation of fine food in the home. The program consists of 8 courses, starting with Basic Small Quantity Food. It will give the student the opportunity to apply the principles of cooking using raw materials with tested recipes under the guidance of skilled chefs.
The program is followed in sequence by Basic Baking, Advanced Small Quantity Food, Advanced Baking, Appreciation of Wines, Chinese Cuisine (Dim Sum) and Chinese Cuisine (Cantonese). Each student, on satisfactory completion of each course, will receive a certificate of competence, and on completion of five courses will be awarded a Certificate in Haute Cuisine.

Cooking

Small Quantity Food (Basic) FP 730X

Course Content: This course is designed to introduce the basic principles of cooking as related to fine food, to take the raw products and create the basic requirements for classical dishes, sauteing, broiling and stewing, cooking lean and fat fish, seafoods, and the accompanying vegetables, salads, garnishes and dressings, employing the knowledge and expertise of chefs in the use of herbs, spices and wines.

Mon., Tues., Wed. or Thurs. 6 to 10 p.m.
Kensington Campus
60 hours Fee: $60.00 Materials: $95.00
January 20, 21, 22 or 23 to April 28, 29, 30 or May 1

Small Quantity Food (Advanced) FP 731X

Prerequisite: Basic Small Quantity Food, FP 703X
In this course the basic principles of cooking are applied to the classical dishes of the countries in continental Europe, so that the student produces the French classics, the famed Italian pastas, the Spanish paellas, the Russian coulibiacs, the Scandinavian smorgasbords, the German sauerbraten and beer soups, the shish kabobs of Turkey and Greece, the bouillabaisse of Marseilles, the Indian curries, Japanese suki yaki, the nasi goreng of Indonesia and a host of other famous dishes.

Tues. or Thurs. 6 to 10 p.m. Kensington Campus
60 hours Fee: $60.00 Materials: $140.00
January 21 or 23 to April 29 to May 1

Vegetarian Cooking F 835

Course Content: An introduction to vegetarian cooking including identification and selection of raw food, various types of cooking methodology, e.g. frying, steaming, and grilling. Explanation of nutritional value of vegetarian products, how to plan menus, and purchase in season.

Mon. 6 to 9 p.m. Kensington Campus
30 hours Fee: $56.00 Materials: $40.00
January 20 to March 24

Cuisine Active FP 734

For course description, see the Courses in French section, page 79.

Chinese Cuisine (Cantonese) F 901

Course Content: In this course, the student learns the cooking techniques and the preparation of food, Cantonese-style. Among the techniques used are: handling of Chinese cleavers and knives, cooking with different types of wok and the cooking temperatures for various foods. Learn the use of flour, starches, oil and spices and prepare a number of recipes with beef, poultry, seafood and vegetables. Students also learn to prepare a number of popular Cantonese sauces (beef tenderloin sauce, sweet and sour sauce, barbecue sauce and others) as well as several types of soups. All food preparation is first demonstrated by the teacher and then prepared by the students in the Chinese cuisine lab. About 17 different recipes are prepared during the ten-week course.

Mon. 6 to 10 p.m. Kensington Campus
40 hours Fee: $40.00 Materials: $80.00
January 20 to March 24

Chinese Cuisine (Dim-Sum) F 900

In this course, the student learns to prepare a number of Dim-Sum style Chinese snacks. Among the recipes prepared by the students are: hargar (marinating and making of shrimp paste), shao mai, won ton, simulated coral of crabs, deep fried sour dumplings, ginger and scallion soup, dumplings, fan kwou, vegetarian fan kwou, ham shao kwok, sesame and lotus seed ball, steamed lotus paste and red bean paste buns, B.B.Q. steamed buns, chicken buns, coconut pudding, sago pudding, agar-agar almond flavoured pudding, egg puffs and others.
Each of the dishes is first demonstrated by the chef instructor and then prepared by each student in the Chinese cooking lab.

Tues. 6 to 10 p.m. Kensington Campus
40 hours Fee: $40.00 Materials: $80.00
January 21 to March 25

Junior Gourmet Cooking (Advanced) F 819

Prerequisite: Junior Gourmet Basic F 815.
Course Content: Students will further the skills and knowledge acquired in the basic course. All areas of the menu from appetizers to desserts will be covered with special emphasis placed on dishes from countries such as China, France, Italy, Germany, Austria, Spain, the South Pacific, England, Switzerland and New Zealand. The students will engage in practical work to attain these skills.

Sat. 9 a.m. to noon Kensington Campus
30 hours Fee: $49.00 Materials: $30.00
January 25 to March 29

Chinese Cuisine (Dim-Sum) F 900

点心科的課程為期十週，每週一晚，每晚四小時。
學習種類包括：虾餃、燒賣、龜虾包、假蟹黃、北京水餃、
蒸蕎水餃、粉菓、煎粉菓、咸水角、煎堆、蓮蓉包、叉燒包、
鸡肉、椰汁糕、西米布甸、杏仁豆腐及蛋球等。
教授方法是首先由名点心師傅示範，继由学生在本校中
菜部厨房製作。

Wed. 6 to 10 p.m. Kensington Campus
40 hours Fee: $40.00 Materials: $80.00
January 22 to March 26

Baking

Baking (Basic) BK 610X

This course is designed to equip the student with practical working knowledge of pastry doughs, choux paste, yeast dough and sponge goods, custards and puddings, and other types of desserts, such as fresh apple pie and quick bread.
Course Content: Students learn the techniques involved to make the following: fresh apple pie, creamy type desserts, yeast dough products, puff paste, cake (pastry), cheese pie, fruit-type desserts, choux paste, cookies and black forest cake.

Mon. or Thurs. 6 to 10 p.m. Kensington Campus
40 hours Fee: $40.00 Materials: $60.00
January 20 or 23 to March 24 or 27

Baking (Advanced) BK 634X

Prerequisite: Basic Baking BK 610X.
The course takes the advanced part of pastry and desserts and allows the development of these techniques to create patisserie masterpieces, flamboyant desserts, ice cream bombes, souffles, tortes, gateau, the true art of French pastries and their presentation.

Wed. 6 to 10 p.m. Kensington Campus
40 hours Fee: $40.00 Materials: $70.00
January 20 to March 24

Cake Decorating BK 639X

This course is designed for those persons who wish to learn the art and principles of cake decoration and design.
Course Content: This course offers the theory and practical experience in cake and pastry decorating techniques. Each three-hour session is structured to provide information through lectures and demonstrations and hands-on experience in the following techniques: piping, icing and modeling techniques, preparation of various decorator icings, "free-hand piping" and "pattern tracing", string work, ornaments, inscriptions, flowers, border designs, techniques with marzipan, chocolate and "rolled fondant".

Thurs. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $25.00
January 23 to March 27

Junior Gourmet Baking F 833

Prerequisite: 9-16 years of age and a desire to learn gourmet baking.
Course Content: Introduction to baking techniques. Practical baking experience in preparation of cookies, cakes, icing, tarts and breads, through logical progression. Introduction of safety and food handling is stressed.

Sat. 9 a.m. to noon Kensington Campus
30 hours Fee: $49.00 Materials: $30.00
January 25 to March 29

Quick Breads Craft for the Professional Baker BK 902

Prerequisite: Grade 8 or equivalent — minimum in English and mathematics.
Course Content: In this course the student learns to produce a large variety of quick breads such as biscuits, scones, muffins, cakes, yeast and combination doughnuts, cup cakes, metropolitans, loaf-type quick breads and a variety of French crullers. The theory portion is taught each day from 4 to 6 p.m. and the practical lab from 7 to 11 p.m. Theory of baking, baking temperatures, batter preparation, mixing of ingredients, deep fat frying techniques, flat icing finishing are taught parallel to the appropriate shop projects. This course represents one of eight modules of the program in Professional Baking as developed by the Ministry of Colleges and Universities, Industrial Training Branch.

Wed. 4 to 6 p.m. and 7 to 11 p.m.
Kensington Campus
114 hours Fee: $114.00 Materials: $156.00
February 19 to June 25

Cookie Craft for the Professonal Baker BK 903

Prerequisite: Grade 8 minimum or equivalent in English and mathematics.
Course Content: In this course students learn to produce a variety of cookies by using different methods, i.e. all-in method, creaming method, whipping method and combination method. Some of the items produced are: cut-out or sugar cookies, drop, short bread (roll-out and piped variety), florentine and lemon snaps, sandwich type, ice box type, sheet type, bar type, macaroons and seasonal type cookies. The theory is taught from 4 to 6 p.m. and the lab portion from 7 to 11 p.m. in each session. This course represents one of eight modules of the program in professional baking as developed by the Ministry of Colleges and Universities, Industrial Training Branch.

Tues. 4 to 6 p.m. and 7 to 11 p.m.
Kensington Campus
114 hours Fee: $114.00 Materials: $156.00
February 18 to June 24

Patissier

This part-time program provides advanced training for bakers and pastry cooks in all aspects of: cakes, pastries, decorating and specialty items that are required in the baking trade. This is a two-part program which has been divided into ten units according to a patissier training profile developed by the Ministry of Colleges and Universities (Apprenticeship Branch) of the province of Ontario as an extension to the Junior Baker and Baker Programs.

Patissier I (Baker, Branch 3, Apprentice) F 649

Prerequisite: Certified Journeyman Baker or Cook
Course Content: The following subjects are covered in Part I: Speciality cakes; pastries and petit fours; decorating; desserts; almond paste.

Tues. 6 to 11 p.m. Kensington Campus
85 hours Fee: $85.00 Materials: $125.00
January 21 to May 13

Wines and Spirits

Appreciation of Wines F 902

Prerequisite: Over 19 years of age.
This course will be devoted to the knowledge of wines from the standpoint of types, vintages, prices, handling, storage, and correct usage in relation to menu, glassware, and serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines.

Mon. or Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $95.00
January 20 or 21 to March 24 or 25

Advanced Wine Appreciation F 903

Prerequisite: Appreciation of Wines F902 and over 19 years of age.
Course Content: This course has been designed to familiarize students, who already have a sense of wine appreciation with "Grand Crus" from some of the world's vineyards such as France, Germany, Portugal, Spain and the U.S.A. Tasting and sampling will be the main part of the course.

Wed. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $155.00
January 22 to March 26

Mixology (Cocktail Bartending) BAR 503X

Prerequisite: Over 19 years of age.
Course Content: This course is designed to teach basic drink preparation for home use or as an introduction to the bartending profession. Using fully equipped individual bars, students learn to prepare the 30 most popular shaken, stirred and built drinks.

Mon., Tues. or Wed. 7 to 10 p.m.
Kensington Campus
30 hours Fee: $30.00 Materials: $60.00 (includes price of text)
January 20, 21 or 22 to March 24, 25 or 26

Meat Cutting

Meat Cutting for the Home Enthusiast F 817

Course Content: The course is designed for people who wish to learn home style techniques of preparation, utilization and storing of poultry and basic meat cuts. The student is involved in the cutting and processing of various cuts of lamb, pork, and poultry and the finished product becomes the personal property of the student. In addition there is a demonstration of the cutting of a side of beef (hindquarter, forequarter) into primal and retail cuts. Students will have the opportunity to purchase and process selected beef, lamb and poultry cuts at cost price.

Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $61.00 Materials: $100.00
January 20 to March 24

Meat Trade Theory (Retail Meat Cutting) MC 613X

This course introduces the novice in retail meat trade to various aspects of merchandising specific meat products.
Course Content: This course explores through lectures and demonstrations the following topics in meat retailing: cutting, grading and characteristics of beef, lamb, pork and veal carcasses. Preparation of poultry for retail sale. Displaying and merchandising of all types of meat products.

Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $20.00
January 21 to March 25

Dining Out: A Tour of Toronto Restaurants F 831

Course Content: Over the last ten years the good life has come to Toronto. No longer do they roll up the streets at dusk; in fact, Toronto has become internationally known for its food, its restaurants and entertainment centres. This unique course will provide the knowledge of the college's food experts in developing and appreciating an educated palate. Lectures will outline the foods of the world, the development of national and regional dishes, methods of preparation, appropriate beverages and service techniques. Each lecture will be followed by a dinner in a restaurant that best exemplifies the food of the country under discussion. Countries discussed in series A are: Greece, Italy, France, Japan and Germany. Fees include the cost of the lecture only. Restaurants chosen are restricted to the medium-priced range.

Tues. 6 to 10 p.m. Kensington Campus
20 hours Fee: $56.00
January 21 to February 18
February 25 to March 25

English as a Second Language

Learning to Read and Write in English LT 921

This course is designed for non-native speakers of English with limited literacy skills.
Course Content: This is a course in basic English. Emphasis will be placed on teaching students to read and write, including alphabet work and spelling. The course is intended to prepare students to enter basic English courses for which the students are required to know how to read and write.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $50.00
Registration: January 6 to 9
Dates: January 20 to April 14

Pre-Intermediate English LT 813

Course Content: This is a course for English as a second language learners who wish to proceed to intermediate English. The course will concentrate on grammar but will include listening comprehension and pronunciation. There may also be some work in our language laboratory. Successful completion of this course would allow the student to continue studying English at a higher level.

Mon. and Wed. or Tues. and Thurs.
7 to 9 p.m. College Campus
50 hours Fee: $79.00
Registration: January 6 to 9
Dates: January 20 or 21 to April 14 or 15

Intermediate English LT 812

Course Content: This is a course for second language learners who already know some English. Most of the course will be devoted to grammar but there will be some time for the following areas: speaking, writing, grammar and listening comprehension. There may be some work in our language laboratory to improve pronunciation. Students who successfully complete this intermediate course will qualify for the Advanced Course in English offered at College Campus.

Mon. and Wed. or Tues and Thurs.
7 to 9 p.m. College Campus
50 hours Fee: $79.00
Registration: January 6 to 9
Dates: January 20 or 21 to April 14 or 15

Advanced English for E.S.L. LT 803

Course Content: For students who have already learned to speak and write basic English; includes reading comprehension and developing conversational skills and grammar.

Mon. and Wed. or Tues. and Thurs.
7 to 9 p.m. College Campus
50 hours Fee: $79.00
Registration: January 6 to 9
Dates: January 20 or 21 to April 14 or 15

Conversational English for New Canadians LT 818

Course Content: This course is designed for high intermediate and advanced students of English as a second language. The emphasis will be on developing conversational fluency. There will be no formal instruction in English grammar, therefore, students with grammar problems should register in Pre-Intermediate ESL (LT 813) or Intermediate ESL (LT 812).
Some segments of these conversation activities will be video-taped in order to help students assess their performance.

Mon. and Wed. 7 to 9 p.m. College Campus
40 hours Fee: $68.00
Registration: January 6 to 9
Dates: January 20 to March 26

Writing For Advanced Students of English As A Second Language LT 819

This course is designed for high intermediate and advanced students of English as a second language. Guidance and practice in the art of clear written communication is offered. Participants will choose the particular type of writing that is a problem for them. Instruction will develop out of these specific writing problems.

Mon. 7 to 9:30 p.m. College Campus
25 hours Fee: $47.00
Registration: January 6 to 9
Dates: January 20 to March 24

Language Test Preparation LT 916

This course is designed for intermediate and advanced students of English as a second language who are planning to write tests of language proficiency such as the Michigan Test or the TOEFL (Test of English as a Foreign Language). Intensive work will be done in the following areas: listening, reading comprehension, writing, grammar and vocabulary.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $50.00
Registration: January 6 to 9
Dates: January 20 to April 14

English Pronunciation Part 1 LT 917

This course is designed for students of English as a second language at intermediate and advanced levels. In this short course the emphasis will be totally on developing good speech production knowledge and habits. Use of the language laboratory will be a part of the course. There will be no formal instruction in grammar.

Tues. 7 to 9 p.m. College Campus
20 hours Fee: $20.00
Registration: January 6 to 9
Dates: January 21 to March 25

English Pronunciation Part 2 LT 919

Prerequisite: LT 917 or previous study in phonology.
Course Content: This course will help students who have completed LT 917, or those who have studied some phonology in another course. Emphasis will be on refining English speech production with further study in transcription, sounds, stress and intonation.

Tues. 7 to 9 p.m. College Campus
20 hours Fee: $20.00
Registration: January 6 to 9
Dates: January 21 to March 25

English for Science and Technology LT 923

This 80-hour course is designed for non-native speakers of English. Applicants should have a good grounding in English. There will be an entrance test, and only people whose level is suitable will be accepted.
Course Content: This course will concentrate on developing the student's ability in all aspects of scientific and technological English. It will be particularly helpful for students intending to work in this field or to study in one of these areas at a college or university.

Tues. and Thurs. 6:30 to 9:30 p.m.
College Campus
80 hours Fee: $110.00 Materials: $10.00
Lab Fee: $5.00
Registration: January 6 to 9
Dates: January 21 to April 22

Language Teaching

A Practical Course in Teaching English as a Second Language to Adults LT 912

Prerequisite: Applicants should be native speakers of English with demonstrable expertise in the Canadian dialect. An exception could be made if a non-native speaker were judged to have equivalent fluency. Preference is given to those involved in, or those who have a future commitment to, the field.
Course Content: The course is divided into two major sections: 110 lecture hours on Monday and Wednesday evenings, and a two-part practicum during the day.
Lectures cover theoretical and practical topics in Linguistics and Teaching English as a Second Language (TESL). The majority of lecture hours are devoted to general ESL methodology and the discrete language skills of listening, speaking (including pronunciation), reading and writing. In addition, a substantial number of hours are spent studying phonetics, phonology, grammar, language testing, psycholinguistics and sociolinguistics.
The first segment of the practicum (10 hours, September to December) comprises lesson observation.
The second segment (20 hours, January to April) comprises practice teaching under the guidance of experiencd ESL teachers.
Enrolment is limited. To obtain an application form please phone 967-1212, Sophie Pandi.

Registration deadline: June 13, 1986.
Starts September 15, 1986.
Fee: $145.00

French

George Brown offers French courses to Torontonians wishing to improve their skills as speakers of French as a second language and to metropolitan area Francophones and advanced speakers of French interested in acquiring work-related or leisure time skills in French.
The principal aim of our second language courses is to develop conversational skills using a communicative approach — including authentic situations and games. Good pronunciation is stressed at all levels. Placement interviews before starting dates will insure that students start out at the appropriate level.
For students who have already reached an intermediate or advanced level in French, we offer a CERTIFICATE OF PROFICIENCY IN FRENCH. This certificate will be particularly useful to people who need to use French professionally, as they will not only have the opportunity to upgrade their oral abilities but will also have the option to work on written and business-related materials. However, general interest courses are also offered for those who do not need business skills. A general outline of the program can be found below. All the courses offered in the certificate program can also be taken as non-credit courses. You may choose to discover French cultural life with the *Vivre en français à Toronto* and *Introduction à la chanson française* courses or discuss major issues of our time in *Le fait français au Canada*. You might also want to join Toronto Francophones as they develop work-related skills like *Maîtrise du français écrit*, microcomputer programming, or translation.
If you want to spend your evening hours or Saturdays enjoying with others the pleasure of learning how to cook, take photographs and develop them yourself or paint and draw, sign up for one of George Brown's famous hands-on training courses — in French!

Certificate of Proficiency in French

This certificate is designed for students who, having already attained an intermediate or advanced level in French, want to upgrade it in order to use it in work-related or social situations. To be eligible, students must have an oral placement test and be found fluent enough to be placed at least at level 3. Students who are placed at higher levels will be granted equivalence status for the lower levels. Students must complete level 5 and be enrolled in level 6 before they are allowed to enrol in any of the courses given in French.
Note: Students enrolled in the *Certificate of Proficiency in French* must normally attend at least 80% of the classes and obtain a "B" standing in order to proceed to the next course or level. Since students progress at different rates, they have the choice of attending the Speaking French classes once (LT 805) or twice (LT 804) a week. Success at any level is based on meeting specified objectives rather than completing a given number of hours. Students who complete immersion programs in La Pocatière will also be granted credits.

Students who are exempted from the Speaking French courses must complete a minimum of five credits in order to graduate. Students who take one or more of the Speaking French courses must complete four courses in French in order to graduate.

Compulsory courses

Speaking French — levels 3, 4, 5, 6 LT 804
or LT 805 (or LT 828 offered in summer)
Grammaire française LT 927
Le fait français au Canada LT 824

Electives (two or three courses chosen from this selection)

Vivre en français à Toronto LT 925
La chanson française LT 829
Le français langue des affaires LT 928
Maîtrise du français écrit LT 822
Communication écrite LT 926
Introduction à la traduction LT 823
La programmation sur micro-ordinateur
PRGM 925A or PRGM 935A

Students who wish to incorporate any other French courses in the certificate program should discuss this possibility with members of the French department.

Interviews

New students of French as a Second Language must have a short placement interview during the registration week, two weeks before the start of classes. Times and places for placement interviews are indicated after each course listed below. Returning students should register at least two weeks before courses start. A brief description of course content follows.

Basic Level Courses

Levels 1A — 1B and 2A — 2B

Students develop basic strategies enabling them to express themselves simply in various daily situations. The principal aim of these courses is to develop conversational skills but attention is also given to the building of sound structural foundations and to good pronunciation. In level 2, students are encouraged to express opinions, relate events and tell simple stories. Rudiments of the past and the future are also studied.

Intermediate Level Courses

Levels 3 and 4

At the intermediate level, students learn to express themselves with added precision and correction. They are urged to discuss topics of personal interest, to speak about events that are taking place in their lives and in the world at large. A lot of the work done in class is based on the interests and occupations of the students.

Advanced Level Courses

Levels 5 and 6

At the advanced level, students are able to convey their messages in just about any situation. They refine their skills in expressing doubt, insistence, feelings, necessity, etc., gradually integrating idioms and finer points of grammar. They also meet the challenge of defending opinions and ideas, and are encouraged to take full advantage of Francophone activities available in Toronto.

French for Lunch LT 821

January 20 or 21 to April 14 or 10
Level 1A Tues. and Thurs. noon to 1 p.m.
Level 1B Tues. and Thurs. 1 to 2 p.m.
Level 2 Mon. and Wed. noon to 1 p.m.
Level 3 Mon.and Wed. 1 to 2 p.m.

St. James Campus 24 hours Fee: $39.00
(200 King Street East — east of Jarvis)
Placement interviews room 429, 5 to 6:30 p.m., January 6 to 9

Speaking French (all levels): LT 804

Tues. and Thurs. 7 to 9 p.m. College Campus
(507 College Street — west of Bathurst)
50 hours Fee: $83.00
January 21 to April 15
Placement interviews: College St. Campus, Room 101 5 to 6:30 p.m. January 6 to 9

Speaking French (all levels): LT 805

Mon. or Wed. 6:15 to 9:15 p.m. St. James Campus
(200 King Street East — east of Jarvis)
36 hours Fee: $56.00
January 20 or 22 to April 14 or 9
Placement interviews: Room 429, St. James Campus 5 to 6:30 p.m. January 6 to 9

Speaking French: Saturdays (basic levels) LT 835

Sat. 9:30 a.m. to 12:30 p.m. St. James Campus
36 hours Fee: $56.00
January 18 to April 12
Placement interviews: St. James Campus, Room 429 January 6 to 9, 5 to 6:30 p.m.

Cours en français

Pour vous inscrire aux cours suivants vous pourriez compléter la formule à la fin de ce répertoire et la poster ou aller directement au bureau d'inscription sur le campus où le cours a lieu. Inscrivez-vous le plus tôt possible pour être sûr(e) d'avoir une place.

Veuillez téléphoner au département de français pour de plus amples renseignements: 967-1212 poste 4386.

Vivre en Français à Toronto LT 925

Ce cours permet aux Torontois anglophones ayant un niveau très avancé de communiquer régulièrement en français à leur niveau tout en prenant contact avec les ressources francophones de Toronto.
Le cours comprend des sorties culturelles (surtout théâtrales), des entretiens avec des Francophones travaillant à Toronto et l'exploitation des réseaux d'information de Toronto. Les apprenants participent activement à la préparation du programme et des sorties.

mardi 19h-22h Campus St-James
36 heures Coût: 56 $
du 21 janvier au 8 avril

Le Fait Français au Canada LT 824

Dans ce cours on trace l'historique du Canada français et l'évolution actuelle de la société franco-canadienne sur les plans sociologique, politique, économique et culturel. Dans le cadre de discussions animées par un professeur expert en la matière, les apprenants tentent de mettre en lumière certaines constantes et variables de cette société en pleine évolution.
Comme matériel, les étudiants se servent des numéros les plus récents de *l'Actualité*.

lundi 18h15-21h15 Campus St-James
36 heures Coût: 53 $
du 20 janvier au 7 avril

Maîtrise du Français Écrit LT 822

Ce cours aide les apprenants à comprendre globalement et en détail des textes écrits en langue courante ou spécialisée, en vue d'une analyse ou d'une prise de décision.
Le travail fait dans ce cours amène l'apprenant à rédiger clairement, correctement et avec concision divers types de lettres, des notes de service, des ordres du jour, des procès-verbaux, des messages téléphoniques, des rapports ou tout autre type de texte écrit se rapportant à son travail.
Ce cours comprend une révision des règles de la grammaire française.

mardi et jeudi 19h-21h Campus St-James
50 heures Coût: 83 $
du 21 janvier au 15 avril

Communication ecrite (Niveau avancé) LT 926

Prérequis: LT 822 ou équivalent
Ce cours s'adresse particulièrement a ceux qui travaillent dans le monde des affaires ou dans l'administration. L'étudiant apprend à écrire de façon correcte et concise. Il apprend également à reconnaître un grand nombre d'anglicismes et à trouver le mot juste dans la communication courante et spécialisée. De plus, le cours offre des notions de linguistique et des conseils bibliographiques.
Ce cours fait constamment appel à l'initiative personnelle de l'étudiant, l'incitant à découvrir son propre style et les ressources de la langue française.

lundi 18 h 15-21h15 Campus St-James
36 heures Coût : 36 $
du 20 janvier au 7 avril

Cuisine Active FP 734

Les apprenants se familiarisent avec les ingrédients nécessaires à la préparation de plats classiques. Ils apprennent à manier les couteaux, à faire des fonds, des sauces et à les adapter à divers plats de viande, de poisson et de légumes. Le professeur fait des démonstrations de nombreuses techniques culinaires et conseille les étudiants sur l'assaisonnement des plats. Chaque classe comprend une démonstration de deux heures suivie d'une mise en pratique par les étudiants (sauf le premier soir). Les étudiants emportent leurs plats préparés à la maison.

lundi 18h-22h Campus Kensington
60 heures Coût: 60 $ Matériaux: 95 $
du 20 janvier au 28 avril

Introduction à la traduction LT 823

Ce cours initie les apprenants bilingues aux techniques nouvelles de la traduction et leur donne l'occasion de développer une approche pratique dans différents domaines. En traduisant des textes tirés de domaines variés (littérature, sciences, publicité, finance, économie, etc.), les étudiants approfondissent leur connaissance pratique du vocabulaire, de la grammaire et de la stylistique. Le cours traite également des thèmes et des versions. Il ne forme pas de traducteurs professionnels.

mardi 18h15-21h15 Campus College
36 heures Coût: 56 $
du 21 janvier au 8 avril

Micro-Ordinateur I PRGM 925A

Introduction à la programmation sur micro-ordinateur — un cours pour ceux et celles qui ont peu ou aucune expérience du langage BASIC sur le P.E.T. Utilisation du logiciel dans l'industrie, dans l'éducation et dans les loisirs; utilisation du clavier, des graphiques; usage du print; genres d'input et d'output dans un programme: branchements (go to), boucles (for…next), dimensions et sous-routines. En classe, dans les deux cours, l'étudiant travaille sur son propre micro-ordinateur.

lundi 19h-22h Campus St-James
30 heures Coût: 30$
20 janvier au 24 mars

Micro-Ordinateur II PRGM 935A

Introduction aux techniques plus avancées, programmation plus avancée avec création de fichiers pour le stockage et la récupération d'information.
Dans les deux cours l'accent est mis sur la terminologie française.

mercredi 19h-22h Campus St. James
30 heures Coût: 30$
du 22 janvier au 26 mars

Photographie PHOT 824

Ce cours permet aux apprenants de se familiariser avec les techniques de prise de vue, d'apprendre à regarder "en noir et blanc" et "en couleur" et à composer une photographie. Dans la chambre noire, l'apprenant s'initie au développement de négatifs, de diapositives et au tirage d'épreuves. Les truquages et certains effets spéciaux sont aussi abordés (bas-relief, solarisation, grain exagéré). Le cours se termine par une exposition des photos faites par les apprenants.

samedi 9h30-12h30 Campus St-James
30 heures Coût: 56$ Matériel: 30 $
du 25 janvier ou 29 mars

Introduction à la chanson française LT 829

Dans ce cours, les apprenants découvrent la chanson française à différentes époques et aux quatre coins de la francophonie.
Selon les intérêts particuliers manifestés par les apprenants, différents thèmes peuvent être étudiés à l'aide de documents sonores et de cassettes vidéo. Des diaporamas sur les arts et l'architecture et des textes originaux permettent aux étudiants de situer le matériel musical dans son contexte social.
Des invités et interprètes participent occasionnellement aux classes. Des sorties musicales sont également prévues.

mercredi 18h15-21h15 Campus Casa Loma
36 heures coût: 56$
du 22 janvier au 9 avril

Dessin et Peinture LT 826

Ce cours est offert à toute personne désirant apprendre le dessin et la peinture en français.
La première moitié du cours, consacrée au dessin, familiarise les étudiants avec le crayon, le fusain et le pastel. L'autre moitié est consacrée à la peinture, à l'application et au mélange des couleurs.
Le cours comprend des visites de galeries qui aident les apprenants à apprécier et à critiquer leur propre expression artistique ainsi que celle des autres.

samedi 10h-13h Campus St-James
36 heures Coût: 56$
du 18 janvier au 5 avril

Sign Language

Introduction to Sign Language CES 835

American Sign Language (ASL) is a visual-gestural language created by deaf people and serves as the first language of hundreds of thousands of deaf people across Canada and the United States. ASL not only meets the communication needs of deaf people, it is the unique cultural expression of this community with its own structure, grammatical features and vocabulary. This course introduces students to basic ASL structure and vocabulary through a communicative or direct experience method. The focus will be on achieving survival level expressive skills and the development of strong receptive skills. Students must purchase a textbook.
Instructor: Brian Hunter is a teacher of Sign Language with the Canadian Hearing Society as well as a freelance Sign Language Interpreter employed by the Secretary of State and Ontario Interpreters Services. Certified Sign Language Interpreter, Registry of Interpreters, U.S.A.

Tues. 6 to 8 p.m. or 8 to 10 p.m. Casa Loma Campus
24 hours Fee: $65.00
January 21 to April 8

Italian

Italian Language and Heritage
Basic LT 806A
Intermediate LT 806B
Advanced LT 806C

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Italian cuture.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $83.00
Registration: January 6 to 9
Dates: January 20 to April 14

Spanish

Spanish Language and Heritage
Basic LT 808A
Intermediate LT 808B
Advanced LT 808C

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $83.00
Registration: January 6 to 9
Dates: January 20 to April 14

German

German Language LT 817

Course Content: This course offers general German language development appropriate to the individual's competence.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $79.00
Registration: January 6 to 9
Dates: January 20 to April 14

Chinese (Mandarin)

Chinese Language (Mandarin) LT 825

Course Content: This course covers the development of facility in both speaking and the writing of the language. Language instruction is given in contexts that reflect the most notable features of Chinese culture.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $79.00
Registration: January 6 to 9
Dates: January 20 to April 14

Arabic

Standard Arabic for Beginners LT 918

Course Content: This course offers a basic knowledge of the modern standard Arabic language which is used throughout the Arab world. Special attention is given to conversational skills and content focuses on contemporary Arab values. Class activities concentrate on situations relevant to those engaged in business with the Arab world.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $50.00
Registration: January 6 to 9
Dates: January 20 to April 14

Psychology

Psychology — An Introduction PSY 907

This course looks at the "why" of human behaviour. It offers the student an introduction to personality theories and therapies. Human experience in terms of sensation, perception and states of consciousness are covered. Other dimensions of behaviour included are motivation and emotion, learning and thinking, sex roles, and attitudes.

This course is equivalent to courses offered in post secondary day programs in business and technology at George Brown. Students who plan to take this course for credit must obtain approval from their program Chairman and from the chairman of English and Liberal Studies.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 23 to April 24

Psychology: Human Resource Management PSY 908

Course Content: In this course, basic principles of psychology are applied to the work setting. Topics discussed include personality and work, the motivation to work, working in groups, social skills and work, working in organizations, work in different cultures, job satisfaction. This is a basic course in applied psychology suitable for career-motivated managers in any occupation or for those contemplating a supervisory position.

This course is equivalent to courses offered in post secondary day programs in business and technology at George Brown. Students who plan to take this course for credit must obtain approval from their program Chairman and from the chairman of English and Liberal Studies.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 21 to April 22

Economics

Economics — An Introduction EC 900

A grounding in economics is useful to anyone who would like to understand inflation, government deficits and high unemployment in the Western World. This course is essential to those pursuing business-related studies. Content of this course includes basic economic theories and forms of business organizations; taxation; supply and demand theories; the price system; government intervention in the market; competition and the monopolies; and government control and legislation.

This course is equivalent to courses offered in post secondary day progroms in business and technology at George Brown. Students who plan to take this course for credit must obtain approval from their program chairman and from the Chairman of English and Liberal Studies.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
January 21 to April 22

Mathematics and Science

Mathematics I — MATH 100X

Course Content: Fundamental concepts and operations of arithmetic and algebra, functions and graphs, trigonometric functions, linear equations, algebraic factoring and fractions, quadratic equations, oblique triangles, systems of linear equations, exponents and radicals.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $90.00
April 22 to July 31

Mathematics II — MATH 200X

Prerequisite: MATH 100X — Mathematics I, or equivalent.
Course Content: Binomial theorem, trigonometry, analytic geometry, differential calculus, integral calculus.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $90.00
April 22 to June 31

Trade Calculations — MATH 605

Course Content: Whole numbers, fractions, decimals and percentages applied to trade problems; square root calculations and the Pythagorean theorem; solutions of triangles; calculations involving circles, triangles, compound areas and volumes; manipulation of trade formulae; plane geometry applied to trade problems; mensuration, graphs, charts and trade estimating; ratio, proportion and variation.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $90.00
April 22 to July 31

Medical Terminology I — ANAT 100X

This course includes the following topics: terminology related to normal structure and functions of various body systems; introduction to terminology related to disease states; and introductory overview of hospital charting practices including pertinent abbreviations.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00
January 21 to March 25

***For more information** about Mathematics and Science courses, please call 967-1212, ext. 2481.*

Mechanics

Mechanics I — MECH 100X

Prerequisite: MATH 100 — Mathematics I or equivalent (prior to or concurrent with Mechanics I).
Course Content: Basic principles of statics: coplanar, parallel and concurrent force systems, friction, centroids and centres of gravity, second moments of areas. Dynamics: basic principles, rectilinear motion, work, energy and power, impulse, momentum, impact.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00
April 21 to June 25

Mechanics of Materials — MECH 110X

Prerequisite: MATH 200 — Mathematics II, and MECH 100 Mechanics I.
Course Content: Mechanical properties and testing; unit stress and strain; beam type members — statically determinate; thin cylinders and joints; resilience; torsion, combined stresses.

Mon. & Wed. 7 to 10 p.m.
60 hours Fee: $60.00
April 22 to June 26

***For more information** about Math and Science courses, please call 967-1212, ext. 2481.*

Real Estate

Day Classes:
Day-time classes start continuously; adjustments are made for holidays.

Evening Classes
Evening classes are held on Mondays and Wednesdays, Tuesdays and Thursdays. They also start continuously.

***For more information** about day and evening schedules for real estate courses, call 967-1212, ext. 3218*

An Introduction to Real Estate — Segment I — RE 900A

Course Content: This course covers the following topics: ownership of real estate as an investment; to own or to rent?; how much should we pay?; financing a purchase; financing — government plans; benefits and services of a broker; a career in real estate; relationship of principal and agent; the typical real estate transaction.

Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. Adelaide Campus
30 hours Fee: $82.00 Materials: $17.00
Dates: Continuous

An Introduction to Real Estate — Segment II — RE 900B

Prerequisite: Evidence of completion of Segment I: 75% pass mark on the examination of Segment I.
Course Content: This course covers the following topics: introduction; real estate and the economy; the Real Estate and Business Brokers Act; the broker-salesman relationship; ethics; municipal regulations; subdivision control; introduction to land descriptions; construction; evaluation; advertising; mortgages; agency law; statutes affecting the real estate business; parties to contract; contract law; agreement of purchase and sale.

Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 p.m. to 9:30 p.m. Adelaide Campus
60 hours Fee: $139.00 Materials: $17.00
Dates: Continuous

An Introduction to Real Estate — Segment III — RE 900C

Prerequisite: Evidence of completion of: Segment II: 75% pass mark on examination for Segment II.
Course Content: This segment is comprised of case studies designed to give participants an opportunity to focus on practical situations they would encounter in a day-to-day real estate operation.

Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. Adelaide Campus
60 hours Fee: $157.00 Materials: $17.00
Dates: Continuous

Principles of Mortgage Financing — RE 902

Course Content: Mortgage terminology; mortgages as an investment; the mortgage market; types of mortgages and lenders; the borrower's needs; the lender's needs; submitting the application for a mortgage; the role of secondary financing; mortgage specialties; property appraisals.

Mon. to Fri. Day: 8:30 a.m. to 12:30 p.m.
Night: 6 to 10 p.m. Adelaide Campus
40 hours Fee: $133.00 Materials $17.00
Dates: Continuous

Principles of Appraisal — RE 903

Course Content: The purposes and functions of real estate appraisal; the nature of real property value; legal aspects of real estate; the appraisal process; general area and neighbourhood trends; site analysis; site valuation and problems; introduction to appraising subdivisions; how to inspect and measure a property; building materials and equipment, architectural styles and functional utility; building cost estimates; accrued depreciation; problems relating to the cost approach (land and building valuation); introduction to direct sales comparison (market data approach); introduction to the income approach; correlation (and final estimate of value); course review.

Mon. to Fri. Day: 8:30 a.m. 12:30 p.m.
Night: 6 to 10 p.m. Adelaide Campus
40 hours Fee: $133.00 Materials: $22.00
Dates: Continuous

Commercial Real Estate — BE 904

Course Content: Scope of the commercial investment field; the municipality, planning and zoning; development of the region; feasibility studies; the office building — developer's and tenant's viewpoint; the shopping centre — developer's and tenant's viewpoint; apartment building; ownership versus leasing — co-operatives and condominiums; investment — comparison of types and legal and tax problems; syndication; sale of business — the Real Estate and Business Broker's Act and the Bulk Sales Act; financing commercial projects — lender's and borrower's viewpoint.

Mon. to Fri. Day: 8:30 a.m. to 12:30 p.m.
Night: 6 to 10 p.m. Adelaide Campus
40 hours Fee: $133.00 Materials: $17.00
Dates: Continuous

Real Property Law — RE 905

Course Content: History of real property law; rights and limitations of ownership; estates in land; interests less than estates; leases; covenants; transfer of interests in land; role of real estate agent; mortgage law; contract law; use of real estate forms; the lawyer and the agent; Real Estate and Business Broker's Act; Condominium Act; Planning Act; Income Tax Act; Land Speculation Act; Land Transfer Act; review.

Mon. to Fri. Day: 8:30 a.m. to 12:30 p.m.
Night: 6 to 10 p.m. Adelaide Campus
40 hours Fee: $133.00 Materials: $22.00
Dates: Continuous

NOTE: Register for real estate courses at 258 Adelaide St. E., first floor. Office hours: 8 a.m. to 4 p.m.

Architectural

Heating Fuels Certificate Program

A certificate in "Heating Fuels" will be awarded on successful completion of the following courses:
HT910 GAS FITTER I
HT907 GAS FITTER II
HT913 OIL BURNER II
HT915 BASIC ELECTRICITY AND CONTROLS
HT919 PROPANE GAS

Residential Heating and Air Conditioning Certificate Program

A certificate in Residential Heating and Air Conditioning will be awarded on successful completion of the following courses:
AIR905 AIR CONDITIONING, RESIDENTIAL AND SMALL COMMERCIAL
HT900 WARM AIR HEATING AND AIR CONDITIONING
HT907 GAS FITTER II
HT913 OIL BURNER II
HT915 BASIC ELECTRICITY AND CONTROLS

Stationary Engineering Certificate Program

A certificate in Stationary Engineering will be awarded on successful completion of each class level, exclusive of practical experience.
See the Stationary Engineering programs and the listing of courses offered at each class level on page 88.

Blueprint Reading and Drafting

Blueprint Reading for the Construction Trades DR 931

This course is intended for those working in all branches of the building trades and serves as a foundation for further study.
Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, standard construction plan, study, construction details, plan reading and interpretation. Introduction to metric drawings.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 20 to March 26
April 7 to June 16

Technical Drawing — Part I ENDR 901

An introduction to drawing office practice, including instruction in the use of instruments, lettering, linework, applied geometry, third angle orthographic projection, oblique and isometric drawings, freehand sketching, conventions and symbols, sections, tolerances, limits and fits, surface roughness, gears, cams, pipe fittings and layouts, electrical drawings, layout and assembly drawings.

Tues. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00
January 21 to June 3

Architectural Drafting — Part I DR 900

Course Content: Drafting equipment and procedure, Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall section, window details, door details, stair details. Introduction to metric drawings.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 20 to March 26

Architectural Drafting — Part II DR 901

Prerequisite: Successful completion of Part I, employment in architectural drafting at the junior level, or graduation at the grade 12 level in architectural drafting.
Course Content: Planning drawing layout; presentation drawing in the form of rendered plan and elevation; drawing plans, elevations, full sections, details and structural drawings of commercial or industrial buildings.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00
April 8 to June 12

CADD

Introduction to CADD for Architects & Civil Engineers CAD 951

Prerequisite: Minimum 2 years drafting experience.
This course covers the following topics: types of computers; types and differences of various CADD systems; the operation of a graphics work station; the application of the points, lines and arcs CADD functions; basic geometric construction elements; the operation of a digitizer, copier and plotter; establishing scales; setting line, plot and colour fonts; using menus; panning; zooming; filling; dimensioning.

Tues., Wed. 7 to 10 p.m.
or Sat. 8 a.m. to 1 p.m. Casa Loma Campus
36 hours Fee: $160.00
January 7, 8 or 11 to March 25, 26 or February 22
March 1 to April 12
April 8 to June 24
April 9 to June 25

Advanced CADD for Architects and Civil Engineers CAD 952

Prerequisite: Introduction to CADD.
This course covers the following topics: File structure; parts library; back-up procedures; file maintenance; deletion and archiving; selection of optimum commands; creation of personal menus; merging files; editing text files. The students select their own projects for CADD development from the area of their disciplines.

Mon. or Thurs. 6:30 to 10 p.m. Sat. 8 a.m. to 2 p.m.
Casa Loma Campus
36 hours Fee: $160.00
January 6 to March 10
February 20 to April 24
March 24 to June 2
April 19 to May 17

Introduction to Computer Aided Drafting and Design

This is a Certificate Program made up of the following two courses:

Computer Literacy PRGM 506

Prerequisite: Professional Engineer or Architect.
Course Content: Introduction to the microcomputer; hands-on experience; developing elementary graphics programs. Writing, running and saving programs; input and output techniques. Demonstrations in the use of software; including business, educational and entertainment uses. Development of elementary business, technical and/or administrative programs.

Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours
This program is sponsored by Canada Employment and Immigration. To qualify, contact your local Canada Employment Centre or call Mr. R. Waites, 967-1212, ext. 2436.
February 20 to July 3

Computer Applications ARCH 507

Prerequisite: Professional Engineer or Architect.
Course Content: Types of computers; types and differences of various CADD systems; the operation of a graphics work station; the application of the points, lines and arcs CADD functions; basic geometric construction elements; the operation of a digitizer, copier and plotter; establishing scales; setting line, plot and colour fonts; using menus; panning; zooming; filling; dimensioning.

Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours
This program is sponsored by Canada Employment and Immigration. To qualify, contact your local Canada Employment Centre or call Mr. R. Waites, 967-1212, ext. 2436.
February 20 to July 3

Heating/Air Conditioning

Warm Air Heating and Air Conditioning HT 900

This course provides the student a fundamental background in system design and application on residential warm air heating and air conditioning systems with the option to write the external H.R.A. system design examination.
Course Content: Fundamentals of heat transfer, humidity and humidity control, heat loss and heat gain calculations by H.R.A. method, using the H.R.A. manuals, elements of system design (duct sizing, selection, comparison) introduction to system balancing.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
72 hours Fee: $72.00
January 14 to April 3

Basic Electricity and Controls/Heating and Air Conditioning HT 915

This course provides a basic electrical and controls background for students entering the heating and air conditioning trades.
Course Content: Fundamentals of voltage, current and electrical resistance; OHM's law and the law of electrical power, electrical circuits (series and parallel), electrical measurement and testing, electromagnetism and electromagnetic equipment (relays, circuit breakers, etc.), introduction to alternating current, transformers, electric motors (operation and testing), electric wiring diagrams as applied to simple heating and cooling systems principle and operation of the temperature controls, thermostats, limit controls, pressure controls, simple heating and cooling control systems.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 28 to April 3

Gas Fitter II HT 907

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Gas Fitter II Licence examination.
Course Content: Properties of natural gas and combustion fundamentals, gas physics (flow and pressure), gas meters and regulators, gas piping, gas venting, the atmospheric burner, principle of gas controls and control systems, gas conversion burners (installation and service techniques), flue gas analysis and combustion efficiency, general appliance requirements, review of codes and regulations.

Mon. and Wed., 6 to 9 p.m. OR 7 to 10 p.m. OR Tues. and Thurs., 6 to 9 p.m. OR 7 to 10 p.m.
Casa Loma Campus
90 hours Fee: $90.00
January 27 or 28 to May 7 or 8

Gas Fitter I HT 910

Prerequisite: Permanent Gas Fitter II Licence.
This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Gas Fitter I Licence examination.
Course Content: Properties of the gas flame and flame detection, flame safeguard system and terminology, non programming flame safeguard controls, fundamentals of controls (on-off, high-low-off, modulating-off), required C.G.A. valve train assemblies and components, limit controls and interlocks, programming flame safeguard controls, gas fired boilers (classification, firing systems, multiple boiler hook-up). Boiler and burner installation requirements (piping, venting and code requirements), flue gas analysis and combustion and boiler efficiency. Introduction to process gas heating equipment.

Mon. and Wed. OR Tues. and Thurs.
6:30 to 9:30 p.m. Casa Loma Campus
90 hours Fee: $90.00
January 27 or 28 to May 7 or 8

Oil Burner II HT 913

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Oil Burner II Licence examination.
Course Content: Properties of fuel oil, theory of combustion, fuel oil firing systems, fuel pumps, nozzles, air handling components, ignition components, tanks and piping, combustion chambers and chamber materials, air and hot water temperature controls, combustion controls, control systems, service and installation practices, flue gas analysis and combustion efficiency, retro fitting and upgrading of existing systems, review of codes and regulations.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
90 hours Fee: $90.00
January 28 to May 8

Energy Management (Commercial Buildings) HT 914

Prerequisite: Experience in heating, air conditioning and mechanical building systems.
Course Content: Introduction to energy cost; fundamentals and application of energy auditing; and preventative maintenance techniques associated with energy management. Quick fix and retro-fitting; introduction to computerized control.
Today one, if not the most important, consideration of operating a commercial building is the management of its energy use. To be able to manage a commercial building with the highest of efficiency today, a person requires some very specialized skills. The objective of this course is to provide a basic knowledge in the techniques of energy management for commercial buildings.

Wed. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $55.00
January 8 to March 12

Air Conditioning Design I AIR 900

This course provides the student the basic theory and application of system design for air conditioning systems as to H.R.A. standards.
Course Content: Fundamentals of heat transfer, humidity and humidity control, heat gain and heat loss calculations by H.R.A. method using the H.R.A. manuals, elements of system design and application (duct sizing, equipment selection, comparison), introduction to system balancing, application of air conditioning equipment.

Tues. & Thurs. 6 to 9 p.m.
Casa Loma Campus
72 hours Fee: $72.00
January 14 to April 3

Air Conditioning Design II AIR 901

Prerequisite: Grade 12 or equivalent, industrial experience.
Designed for those who wish to have a working knowledge of commercial and industrial air conditioning systems designs.
Course Content: Influence of temperature, humidity and air motion on comfort; review of basic principles; components of an air conditioning system; behaviour of air vapour mixtures; psychrometric chart; sensible and latent heat; dehumidifying processes as related to designing of air conditioning systems; heating and cooling load calculations from internal and external sources; room air distribution and air duct design.

Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00
January 15 to May 28

Pneumatic Controls AIR 907

Prerequisite: Employment in the Heating and Air Conditioning industry as a journeyman or equivalent.
Course Content: Introduction to pneumatic control circuits, typical applications to radiation, central fan heating, fan coil units, induction units, and year round air conditioning systems.

Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00
January 29 to April 2

Air Conditioning Residential and Commercial AIR 905

Prerequisite: Employment in the heating or air conditioning industry as journeyman or equivalent.
This course provides the student a fundamental background in the theory and practice of residential and small commercial air conditioning systems and equipment.
Course Content: Fundamentals of refrigeration, compressors, condensers, evaporators, tubing and connections, standard operating procedures (evacuation, charging, leak testing), electric motors, motor starters and overloads, electric and control circuits, circuit testing and trouble shooting, winter operation, equipment selection, installation and start-up procedures, air problems and measurement, service analysis.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
72 hours Fee: $72.00
February 3 to April 23

Sheet Metal

Sheet Metal Design and Installation SM 903

This course is designed for those who wish to prepare themselves for the responsibilities of a master sheet metal worker.
Prerequisite: Currently employed in the sheet metal industry with journeyman standing.
Course Content: Labour legislation in relation to the construction industry — city bylaw, underwriters, definition of terms applied to heating and air conditioning, use of HRA and A.C.A. manuals for heat loss and heat gains, pipe sizing and location of outlets and inlets in residential installation, types of fans, air flow and types of instruments used, calculations in ventilation requirements, heating and pipe sizing by velocity, use of charts and tables.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00
January 28 to April 3

Propane

Propane Gas (Fitter S2) HT 919

This course provides the student with the necessary background in trade theory and practice to write the Fuel Safety Branch Propane Gas Fitter "S2" Licence examination.
Course Content: Properties of propane gas, basic requirements, for field approved appliances, propane piping and tubing requirements, review of ventilation and combustion air, general requirements for appliance storage and handling, cylinder filling, location and storage propane tanks, accessories and equipment, transports, tank trucks and the transportation of propane, propane as an engine fuel, vaporizers, indirect and direct fired cylinder systems for highway mobile vehicles, basic domestic gas burner controls and heating system, domestic hot water heaters.

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
90 hours Fee: $90.00
January 20 to April 30

Propane (Plant Operator 3) HT 921

To provide the necessary knowledge on propane to write the Fuels Safety Branch Plant Operators Licence.
Course Content: Properties of propane safety procedures, filling of propane containers and propane powered vehicles, maintenance of filling plant.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
6 hours Fee: $17.00
March 18 to 20

Plumbing

Plumbing Basic PLUM 900

An introduction to domestic plumbing theory and practice. Content includes an examination of such topics as materials and fittings, correct procedure for measuring pipe lengths, trapping and venting of plumbing fixtures and plumbing design for single family dwellings. A portion of the course includes demonstration and "hands on" practice involving the commonly used pipe materials and tools.

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 13 to March 19

Plumbing Qualification PLUM 902

Course Content: A refresher course in general plumbing theory primarily designed to prepare the student for writing the Certificate of Qualification examination. Because of the scope, necessary depth is not stressed. The student should already be familiar with trade terminology and practice.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 14 to March 20

Plumbing Design and Installation PLUM 904

Prerequisite: Ontario Certificate of Qualification in Plumbing.
Course Content: A comprehensive review of the area with which a candidate for the Master's Licence is expected to be familiar. The content includes pertinent labour legislation, application of discounts, overhead and profit, material take-off, discussion of the provincial plumbing code and considerable practice in the drawing of drain plans and stack elevations together with the sizing of the piping.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 14 to March 20

Appliance Servicing

Appliance Servicing Part I (Electrical Fundamentals and Ranges) AP 903

This course provides the student a basic background on electrical theory and practice as applied to major appliances with particular stress on electrical ranges.
Course Content: Nature of electricity, basic electrical quantities, Ohm's Law and its application, electrical circuits, magnetism and electromagnetism, electrical circuitry and fault finding, motors, power and heating effects, electrical measuring instruments, various switching devices, theory and test procedures of conventional ranges.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 21 to March 27

Appliance Servicing Part II (Domestic Refrigeration) AP 904

This course provides the student a basic background on theory and repair practice for domestic refrigerators, freezers and window air conditioners, fundamentals, compression system of refrigeration, refrigerants, liquid feed devices, evaporators, compressors, condensers, electric motor controls, defrosting methods, food preservation, evacuating and charging conditioners, circuit tracing, fault finding, service and analysis.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 21 to March 27

Appliance Servicing Part III (Laundry Equipment) AP 905

Prerequisite: Satisfactory completion of AP 903 Appliance Servicing Part I or equivalent.
Course Content: Theory and operation of automatic washers, dryers, and dishwashers, fault finding and repair procedures, circuit tracing, service analysis.

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 20 to March 26

Commercial Appliance Servicing (Kitchen Equipment) AP 911

Prerequisite: Gas Fitter II Certificate of Qualification
As the Metropolitan areas of Canada have grown rapidly in the last decade, so has the need for skilled people to service the equipment used in the kitchens of convention centres, hotels, hospitals, etc.
This course deals with the mechanical technology required to service, troubleshoot and repair the following commercial gas and electrical kitchen appliances: fryers, ranges, ovens, toasters, compartment cookers, kettles, food wells, low pressure boilers, waffle irons and grills.
This course also deals with the electrical technology of series control and parallel control circuits required to service, repair and troubleshoot commercial kitchen appliances.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00 Materials: $5.00
January 6 to March 12

Refrigeration

Refrigeration — Part I REF 900

Course Content: Refrigeration fundamentals and principles, compression system of refrigeration, properties of refrigerants, metering devices, expansion valves, evaporators, condensers, compressors, flow equipment, electric controls and control valves, lubrication, servicing (charging and evacuation), trouble shooting problems, shop demonstrations of silver brazing.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 21 to March 27

Refrigeration — Part II REF 911

Prerequisite: Successful completion of REF 900 or equivalent experience.
Course Content: Review of fundamentals, electricity as applied to basic circuits and components, defrost methods, time clocks, compressor drives, test instruments and application, piping, temperature and pressure control, refrigeration application, humidity control, cold storage, basic psychrometric analysis, secondary refrigerants, liquid cooling, motor starting (relays, starters, contractors) and motor overload protection, heating and cooling thermostats and trade safety.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
90 hours Fee: $90.00
January 28 to May 8

Carpentry

Carpentry for the Homeowner — Basic CAR 901

Course Content: This course covers the use of the common hand and power tools associated with home use. The students acquire a basic knowledge of the methods and materials required to maintain the home or cottage by efficient carpentry practices.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00
January 7 to February 6
February 18 to March 20
June 10 to July 10

Surveying

Construction and Engineering Surveying — Part II SURV 901

Prerequisite: SURV 900 or equivalent. This course uses techniques learned in SURV 900 to develop methods of solving common on-site problems.
Course Content: Azimuths and bearings; solution of triangles; circular geometry; roads and layout; sewers and sewer layout, building layout; grades and drainage.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $60.00
Jonuory 21 to Morch 27

Low Energy Building Technology ECT 905

Energy efficiency is a feature most home buyers are asking for every year. This specialized course is available for apprentice and journeymen carpenters and other construction trades. Students gain practical experience and a thorough understanding of the techniques used to build homes to the R-2000 standard of energy efficiency. Topics covered include: heat transfer and moisture movement; air sealing methods, materials and testing; passive solar design methods, materials and testing; passive solar design; HOTCAN energy use prediction; construction techniques; heating, ventilation and heat recovery; marketing opportunities and government programs; low energy retrofit.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $60.00
February 11 to April 17

For more information about this course, please call 967-1212, ext. 2481.

Masonry/Concrete

Bricklaying MAS 900

Course Content: This course provides the student with the knowledge of the tools, equipment and materials used by the bricklayer, types and sizes, characteristics of bricks, types and preparation of mortars using various bonding agents in all weather, layout of walls, pilasters and piers using various bonds.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 14 to March 20
March 25 to May 29
June 10 to August 14

Stationary Engineering

The Stationary Engineering courses are structured into modules encompassing the required subject content to prepare the student to write Ministry examinations for accreditation towards certification. However, enrolment in any of these courses does not automatically entitle the student to write the Ministry examinations. It is the responsibility of the student to determine eligibility with the Ministry of Colleges and Universities. Additional modules are offered in the fall and spring terms.

Power Plant Chemistry — 1st Class STAT 912

Course Content: This course covers the following topics: Fuel Systems and Combustion (IV); Water Treatment (IV).

Mon. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $30.00
Morch 31 to June 9

Power Plant Heating, Refrigeration and Air Conditioning — 1st Class STAT 914

Course Content: This course covers Refrigeration and Air Conditioning (IV).

Wed. 6 to 9 p.m. Casa Loma Campus
15 hours Fee: $15.00
April 30 to Moy 28

Power Plant Applied Mechanics — 1st Class STAT 916

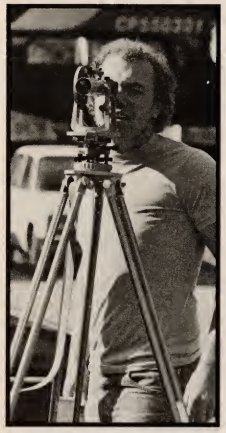
Course Content: This course covers Turbines (III).

Wed. 6 to 9 p.m. Casa Loma Campus
18 hours Fee: $18.00
March 19 to April 23/85

Power Plant Statics and Fluids — 1st Class STAT 917

Course Content: This course covers the following topics: Strength of Materials (I); Fluid Mechanics (I).

Mon. 6 to 9 p.m. Casa Loma Campus
27 hours Fee: $27.00
January 27 to March 24



Power Plant Chemistry — 2nd Class STAT 922

Course Content: This course covers the following topics: Fuel Systems and Combustion (III); Water Treatment (III).

Mon. 6 to 9 p.m. Casa Loma Campus
33 hours Fee: $33.00
March 24 to June 9

Power Plant Heating, Refrigeration and Air Conditioning — 2nd Class STAT 924

Course Content: This course covers the following topics: Air and Gas Compression (III); Heating, Refrigeration and Air Conditioning (III).

Wed. 6 to 9 p.m. Casa Loma Campus
24 hours Fee: $24.00
March 5 to April 23

Power Plant Electricity and Instrumentation — 2nd Class STAT 925

Course Content: This course covers the following topics: Electricity (III); Instrumentation and Controls (III).

Mon. 6 to 9 p.m. Casa Loma Campus
27 hours Fee: $27.00
January 20 to Morch 17

Power Plant Drawing — 2nd Class STAT 927

Course Content: This course covers Blueprint Reading (I).

Wed. 6 to 9 p.m. Casa Loma Campus
12 hours Fee: $12.00
April 30 to May 21

Power Plant Chemistry — 3rd Class STAT 932

Course Content: This course covers the following topics: Fuel Systems and Combustion (II); Water Treatment (II).

Tues. 6 to 9 p.m. Casa Loma Campus
21 hours Fee: $21.00
Jonuory 7 to Februory 18

Power Plant Heating, Refrigeration and Air Conditioning — 3rd Class STAT 934

Course Content: This course covers the following topics: Air and Gas Compression (II); Heating, Refrigeration and Air Conditioning (II).

Thurs. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $30.00
Jonuory 16 to Morch 20

Power Plant Electrics and Instrumentation — 3rd Class STAT 935

Course Content: This course covers the following topics: Electricity (II); Instrumentation and Controls (II).

Tues. 6 to 9 p.m. Casa Loma Campus
33 hours Fee: $33.00
February 25 to May 6

Power Plant Applied Mechanics — 3rd Class STAT 936

Course Content: This course covers the following topics: Turbines (I); Internal Combustion Engines (II).

Thurs. 6 to 9 p.m. Casa Loma Campus
18 hours Fee: $18.00
March 27 to May 1

Power Plant Applied Science — 4th Class STAT 941

Course Content: This course covers the following topics: Mathematics (I); Physica (I); Thermodynamics (I).

Thurs. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $30.00
February 20 to April 24

Power Plant Heating, Refrigeration and Air Conditioning — 4th Class STAT 944

Course Content: This course covers the following topics: Air and Gas Compression (I); Refrigeration and Air Conditioning (I).

Tues. 6 to 9 p.m. Casa Loma Campus
24 hours Fee: $24.00
January 14 to March 4

Power Plant Applied Mechanics — 4th Class STAT 946

Course Content: This course covers the following topics: Lubrication Theory (I); Internal Combustion Engines (I).

Tues. 6 to 9 p.m. Casa Loma Campus
24 hours Fee: $24.00
Morch 11 to April 29

Compressor Operator COM 900

This course prepares candidates to write the Ontario government examination (Certificate of Qualification) as Compressor Operator.
Course Content: This course covers the following topics: definitions, basic theory and formulae; compressor efficiency; air compressor types; air compressor application; air compressor valves, pistons; steam driven compressors; cylinder unloaders, controls; auxiliary equipment; lubrication; air compressor systems; electric driving motors; safety devices.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
48 hours Fee: $48.00
May 5 to June 30

TRAINING IN HOUSING REHABILITATION SKILLS: Inspecting Dwellings and Introduction to Specification Writing
CES 813

George Brown College, in cooperation with the Canada Mortgage and Housing Corporation (CMHC), is offering the first of four courses in the "Training in Housing Rehabilitation Skills" program.

Designed to improve the knowledge and skills of those involved in the housing rehabilitation and renovation field, this course is of particular interest to contractors, building inspectors, appraisers, property managers and real estate agents.

This course is a prerequisite for subsequent courses in the series. The fee includes a comprehensive training manual.

Inspecting Dwellings and Introduction to Specification Writing
Sat. 8:30 a.m. to 5 p.m. Casa Loma Campus
48 hours Fee: $205.00 Materials: $65.00

The following topics are covered: inspecting an existing dwelling; identifying systems and components of the dwelling; identifying problems and their causes; recording and writing up deficiencies and describing the work required for repair and replacement; introduction to specification writing.

The course includes supervised on-site dwelling inspections.

Dates: January 25 to March 1

***For more information** about this program, call the Continuing Education Office at 967-1212, ext. 3239.*

Residential Specification Writing and Cost Estimating
CES 815

Prerequisite: CES-813 Inspecting Dwellings.
The second of 4 courses in the series, "Training in Housing Rehabilitation Skills", this course is designed to improve the contract documentation skills of those involved in the residential rehabilitation and renovation field. Those who have already participated in Course I, Inspecting Dwellings and Introduction to Specification Writing, and have a basic knowledge of building materials and methods of construction and terminology plus practical experience benefit most from this course.
The following topics are covered-on-site drawings, specification writing, cost estimating, and introduction to contract administration.

Sat. 8:30 a.m. to 5 p.m. Casa Loma Campus
48 hours Fee: $205.00 Materials: $65.00
February 15 to March22

Carpentry

Woodcarving
WOOD 800

Course Content: Properties of wood, nature of woodcarving; principles of design as applied to the materials; selection of tools are studied. Demonstration of techniques are thoroughly explored. Students are taught a wide range of techniques such as: carving in round; relief, incised, pierced, decorative chip and gouge carving; construction arrangement of carved forms for decorative purposes; applied carving for functional objects; finishing techniques and inlay of metal in wood for jewellery and other objects. Students must supply all materials for class.

Wed. 7 to 10 p.m. Casa Loma Campus
36 hours Fee: $58.00
January 15 to April 2

Coatings Technology

Chemical Technician — Coating

The following courses are approved and certified jointly by George Brown College and the Toronto Society for Coatings Technology. The courses are designed to be taken separately. Credits may be accumulated towards the *Chemical Technician — Coatings Certificate.*

For more information about the Coatings Technology program, call Shirley Holloway, 967-1212, ext. 3380.

Resins "A"
COAT 902

Course Content: Chemical structure of raw materials, formulating resins to achieve specified properties, additives, condensation-addition polymerization, curing mechanisms, compounding, Patton K factor, properties of uncured and cured resins, advantages and disadvantages of each resin, applications in coatings and related industries.

Tues. 7 to 10 p.m. St. James Campus
45 hours Fee: $45.00
February 4 to May 13

Resins "C"
COAT 904

A study of the raw materials, manufacturing methods, chemistry, film formation, properties and uses of lacquer and hydrocarbon, phenolic, amino, silicone and water-borne resins.

Thurs. 7 to 10 p.m. St. James Campus
45 hours Fee: $45.00
February 20 to May 29

Coatings Laboratory
COAT 907

Prerequisite: COAT 901 or equivalent.
Course Content: Quality control of raw materials, preparation and evaluation of lacquers, varnishes, solvent and waterborne coatings, report writing. Enrolment limited.

Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $60.00
February 5 to May 14

Paint Flow and Pigment Dispersion
COAT 908

Course Content: Viscosity, viscometer, interconversion of viscosity units, factors affecting viscosity, brushing, levelling, sagging, settling. Dispersion of pigments, ball and pebble mill, sand mill, attritor, three-roll mill, high speed disperser. Assessment of pigment dispersion. Mill-base and let down stages.

Sat. 9 a.m. to noon St. James Campus
45 hours Fee: $45.00
February 1 to May 24

Polymer Chemistry
CHEM 905

Definitions, classification of polymers, definitions, polymer classification, primary and secondary forces, theory of functionality, molecular weight and its distribution, configurations and conformations of polymer chains, morphology, polymerization conditions, addition-condensation polymerization, copolymerization, degradation and stabilization of polymers, properties of polymers, polymer solutions, solvent-pigment-binder interactions.

Mon. 7 to 10 p.m. St. James Campus
45 hours Fee: $45.00
February 3 to May 12

Mathematics Year I

Prerequisite: Grade 12 mathematics
Algebraic operations, factoring, linear and quadratic equations, functions and graphs, trigonometry, solution of right angle and oblique triangles. Emphasis will be given to areas of mathematics specifically related to the coatings industry.

Sat. noon to 4 p.m. St. James Campus
60 hours Fee: $60.00
February 1 to May 24

Electro-Mechanical

Certificate in Digital and Microprocessor Techniques

The Electro-Mechanical Division is offering a part-time Certificate Program in Digital and Microprocessor Techniques.
This program comprises six (6) compulsory courses and three (3) elective courses. The program is designed for those who wish to obtain a working knowledge of microprocessors. It will be of particular interest to Electronics Technicians. However, anyone holding a Secondary School Diploma with Grade XII Math and English (or equivalent) with a background of basic electronics and transistors will be able to register.
Students are expected to complete the program in three years. Students may apply for credits for program subjects taken at George Brown College or other institutions. For students proceeding to a Certificate, the College grading system will apply.

INTERVIEWS
Students enrolling in the program initially and seeking exemptions will require to be interviewed by the Electronics Dept. of the Electro-Mechanical Division at St. James Campus, 200 King St. E.
WINTER 1986
Tuesday Dec. 3, 6 to 7:30 p.m.
Wednesday Jan. 8, 6 to 7:30 p.m.
Students who are unable to attend on the above mentioned dates due to extenuating circumstances, may request an interview to be held during the following times:
WINTER 1986
Jan. 6 to Jan. 9, 2 to 3 p.m.
To make an appointment please call 967-1212, ext. 3340.

OPTIONAL LAB FEES
In some courses it may be beneficial for the student to borrow the College training kit for "In Home Practice" for the duration of the course. In this case, an optional lab fee is charged and will be refunded less a User Fee of $30 if the kit is returned in working condition.

TOTAL NUMBER OF COURSES: 6 COMPULSORY; 3 ELECTIVES

COMPULSORY COURSES
ELTC925
Digital Principles.
ELTC926
Digital Principles Advanced.
ELTC927
Troubleshooting Digital Circuits
ELTC928
Introduction to Microprocessors and Microcomputers.
ELTC929
Principles of Microcomputer Interfacing.
ELTC930
Troubleshooting Microprocessor based systems.

ELECTIVE COURSES
ELTC931
Interfacing Techniques Advanced.
ELTC932
Microcomputer Systems Software.
ELTC933
Microcomputers in the Analogue World.
ELTC934
Microcomputers and Process Control.
ELTC935
Microcomputers in Industrial Control.
ELTC936
Microcomputers and Data Communication.

The electives will be offered at the discretion of the Electronics Department.

Digital Principles
ELTC 925

Prerequisite: Basic Electronics and Transistor Theory
Course Content: Binary systems, binary codes; gates; flip flops; counters; serial and parallel registers; encoders; decoders. Theory will be reinforced by practical laboratory experiments. Equivalents: ELTC 906; ELTC 920.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 6 to March 10

Digital Principles (Advanced)
ELTC 926

Prerequisite: Digital Principles ELTC 925.
Course Content: Wired or; open collector and tri state logic; multiplexing; demultiplexing; digital comparators; adders; memory circuits; MSI and LSI; programmable logic and gate arrays. Theory will be reinforced by practical laboratory experiments.
Equivalent: ELTC 920

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 8 to March 12

Troubleshooting Digital Circuits
ELTC 927

Prerequisite: Digital Principles ELTC925 and Digital Principles (Advanced) ELTC926.
Course Content: Manufacturers specifications for TTL, CMOS, ECL. Use of logic probe; current probe; oscilloscope; storage scope; theory will be reinforced by practical laboratory experiments; practical troubleshooting exercises on digital systems.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 8 to March 12

Introduction to Microprocessors and Microcomputers
ELTC 928

Prerequisite: Digital Principles (Advanced) ELTC926 Circuitry and Signals.
Course Content: Microprocessor architecture: machine language programming, instruction sets; addressing modes; I/O programming; based on the MC6800 MPU. An optional lab fee deposit of $150.00 will permit the student home use of the MPU trainer for the duration of the course; of which $125.00 is refundable if the trainer is returned in working order. Theory will be reinforced by practical laboratory experiments. Equivalents: ELTC 906A; ELTC 917; ELTC 921; Certification Program.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 8 to March 12

Principles of Microcomputer Interfacing
ELTC 929

Prerequisite: Introduction to Microprocessors and Microcomputers ELTC928.
Course Content: Components of an interface; tasks of an interface; programmed I/O; principles of programme interrupt; display multiplexing; keyboard scanning; writing a simple monitor programme; ASC II keyboards. Theory will be reinforced by practical laboratory experiments.
Equivalent: ELTC 918

Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 9 to March 13

Interfacing Techniques (Advanced)
ELTC 931

Prerequisite: Principles of Microcomputer Interfacing ELTC929.
Course Content: Interfacing for video terminals; interfacing for cassette tape, floppy disks, and printers; interface standards. Theory will be reinforced by practical laboratory experiments.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 7 to March 11

Microcomputer Systems Software ELTC 932

Prerequisite: Interfacing Techniques Advanced ELTC 931
Course Content: The CP/M operating system-software bus; built-in functions; utility programs.
Assembler programming using EDITOR; Program debugging using DDT; Communicating with peripheral devices — printers and disk drives; Batch processing.
Overview of other operating systems: MS DOS; PC DOS and UNIX. Theory will be reinforced by practical applications on a microcomputer.

Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 9 to March 13

Microcomputers in the Analogue World ELTC 933

Prerequisite: Principles of Microcomputer Interfacing ELTC929.
Course Content: Analogue to digital conversion techniques: principles of data acquisition; use of the microcomputer for data logging and analysis; intelligent plotters.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 6 to March 10

Microcomputers and Process Control ELTC 934

Prerequisite: Microcomputers in the Analogue World ELTC 933.
Course Content: Feedback control principles; on/off; proportional; proportional plus reset; proportional plus rate; programmable controllers; transducers.
Theory will be reinforced by practical laboratory experiments.
Equivalent: None

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 8 to March 12

Microcomputers and Data Communication ELTC 936

Prerequisite: Principles of Microcomputer Interfacing ELTC929.
Course Content: Principles of data communication; base band system principles; digital modulation ASK; FSK; and PSK; error control coding; local area network service (LANS).

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
January 8 to March 12

Electronics

Electronic Fundamentals (Part I) ELTC 900

Course Content: Energy; electricity; resistors and conductors; cells and batteries; voltage; current and resistance; Ohm's law; electric power; DC circuits; Kirchoff's law; capacitors; electromagnets; inductors and induction; Lenz's law; AC source, vectors; reactance; impedance; resonance; AC power; electric meters; transformers, resonant circuits; AC circuits.

Mon. and Wed. 6:30 to 9:30 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $20.00
Laboratory Fee: $20.00
January 6 to March 12

Electronic Fundamentals (Part II) ELTC 901

Prerequisite: Successful completion of ELTC 900.
Course Content: Transducers, vacuum tube operation; basic power supplies, electronic meters; cathode ray tubes; oscilloscope; power transfer; impedance matching; atomic structure of semi-conductors, diode junction; avalanche and Zener breakdown; junction transistors; transistor amplifiers coupling methods, power amplifiers, transistor oscillators; FET, UJT semi-conductors data sheets.

Tues. and Thurs. 6:30 to 9:30 p.m.
St. James Campus
60 hours Fee: $60.00 Materials: $20.00
Laboratory Fee: $20.00
January 7 to March 13

Cable Television Practice (Basic) ELTC 913A

Prerequisite: Recommendation of the employer in the associated field.
Introduction to T.V. sync and composite signals; b&w and colour; modulation channel allocation, antennas; cable distribution; antenna site location, system layout, amplifiers, splitter, tap offs, drops, coax cable characteristics, DB, VSWR, losses and reflection; tube and transistorized, wideband, single channel, main line, distribution and extender; line construction; clearance, safety, handling splices, tap off, installation of amplifiers and passive devices, customer relations; fault finding and interference.

Mon. 7 to 10 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $20.00
January 6 to May 26

Fibre Optics in Communications ELTC 924

The optical fibre, types of fibre, types of cables, propogation through fibres mode studies within fibres, numerical aperture, attenuation, bandwith: joining fibres, cleaving, polishing and cut end, couplers and connectors, splicing fibres: optical time domain reflectometer: electrical optical sources, Led and Lased diodes, coupling, power output, frequency characteristics: photo detectors, types, advantages, applications, coupling: system and circuit considerations.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 8 to March 12

Industrial Project Management IPM 900

The course is intended for supervisory staff who are in charge of the design, development, manufacture, construction or installation of any kind of hardware or software related industrial projects. It is strongly recommended for aspiring managers who are anxious to improve negotiating, planning, coordinating, controlling and reporting skills. The course deals primarily with project management systems within the corporation, project planning, scheduling, cost estimating, cost reduction, control and reporting techniques. The PERT/CPM planning technique and practical case studies will be examined.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
January 7 to March 11

Electrical

Electrical Apprentice Review EL 900

Designed for those apprentices who are in their final term and who expect to write the qualifying examination sometime within the year. Course Content: Theory, code and equipment over the entire area of apprenticeship training.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $5.00
January 13 to March 19
March 31 to June 9

Hydro-Electric Power Commission Regulations (Master Electrician) EL 902

Prerequisite: At least fifth term apprentices, or journeymen.
Use of code book; application of regulations and tables; electrical installation calculations relevant to code regulations and tables; suitable preparation for examinations leading to Certificate of Qualification and Master Education.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $10.00
January 14 to March 20
April 1 to June 5

Electrical Construction and Maintenance I EL 907

Prerequisite: Grade 10 or the equivalent.
Course Content: Ohm's Law; series circuits, combination circuits; two-wire distribution; line loss, power efficiency; wire calculations; batteries, magnetism, electro-magnetism, induction, three-wire distribution; Hydro-Electric Power Commission Regulations.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $5.00
January 13 to March 19

Electrical Construction and Maintenance II EL 908

Prerequisite: EL 907 or the equivalent.
Course Content: Electro-magnetism; induction; DC generators; generator set-up and operation; DC motor, motor operation and controls; Hydro-Electric Power Commission Regulations.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $5.00
January 14 to March 20

Electrical Construction and Maintenance III EL 909

Prerequisite: EL 908 or the equivalent.
Course Content: AC fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto-transformers, Hydro-Electric Power Commission Regulations.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $5.00
January 14 to March 20

Industrial Electronic Controls (Part II) EL 911

Prerequisite: EL 910 or equivalent. A good knowledge of Algebra is required.
Course deals in more depth with devices discussed in EL 910 utilizing a combination of devices in more complete circuits.
Course Content: Calculations of circuit components and selection of solid state devices, using data sheets for circuits such as: filtered power supplies, regulated power supplies, transistor circuits, D.C. amplifiers, complementary amplifiers, Darlington amplifiers, differential amplifiers, operational amplifiers, unijunction transistors and thyristors. Theory and shop.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
72 hours Fee: $72.00 Materials: $8.00
January 14 to April 3

Industrial Electronic Static Logic Part IV EL 913

Prerequisite: EL 912 or equivalent.
Course Content: Advanced digital circuit and applications in industrial control systems. Introduction to microprocessors and basic micro-processor programming. Introduction to programmable controllers and basic programming of programmable controllers. Theory and shop.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $5.00
January 13 to March 19

Electrical Pre Exam EL 950

Prerequisite: Designed for journeymen who are seeking interprovincial standards and those journeymen referred by the Ministry on Provisional Certificates.
Theory, code and equipment over the entire apprenticeship training area.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $5.00
January 13 to March 19
March 31 to June 9

Machine Shop

General Machine Shop (Upgrading) MACH 906A

This course is designed specifically for those interested in upgrading their machine shop skills. Instruction, lectures and assignments are given in benchwork, drilling, sawing, lathe turning, milling and grinding.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
90 hours Fee: $90.00 Materials: $25.00
January 7 to April 17

General Machine Shop (Pre-Employment) MACH 906B

This basic introductory course is designed specifically for those people with no machine shop experience and proceeds at a slower pace than MACH 906A.
Instruction, lectures and assignments are given in benchwork, drilling, sawing, lathe turning, milling and grinding.

Tues. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $60.00 Materials: $20.00
March 24 to May 29

Precision Measurement MACH 907

Course Content: This course is a basic introduction to precision measurement. The following topics are covered: Basic instrumentation; surface plates; micrometers; verniers; gage blocks; indicators; squares; fundamentals of dimensional metrology.

Wed. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $30.00 Lab Fee: $15.00
January 8 to March 12

Introductory Metallurgy MACH 908

Course Content: This course is a basic introduction to metallurgy, consisting of 15 hours of theory and 15 hours of laboratory work. The following topics are taught: Metal and alloy characteristics, grain and crystal structure, properties measuring and testing, selection and use, refining, solidification and casting, hot and cold forming, heat treatments, welding and soldering, identification.

Wed. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $30.00 Lab Fee: $15.00
January 8 to March 12

Machine Shop Practice MACH 910

Prerequisite: Students must have machine theory knowledge.
Course Content: This course is designed specifically for drafting students who wish to obtain practical hands-on machine shop skills. Demonstrations and assignments are given in layout, drilling, sawing, milling, grinding and lathe work.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
45 hours Fee: $45.00
January 7 to February 25

Numerical Control

Computer Numerical Control I NC 900

Prerequisite: Knowledge of machine shop practices with Grade 12 mathematics.
This course offers a practical hands-on experience in Computer Numerical Control (CNC). The topics covered include: why numerical control; machine types and systems; machine codes; programming structures; cycles; subroutines; tape preparation; machine set-up and operation.

Mon. 6 to 9 p.m. Sat. 9 a.m. to 3 p.m.
Casa Loma Campus
30 hours $150.00 Material: $30.00
January 6 to March 10

Computer Numerical Control II NC 903

Prerequisite: Minimum "B" grade, NC 900 or equivalent.
This course is designed to build on the theory and practical experience gained in C.N.C. I. Emphasis is placed on advanced manual programming and C.N.C. machining techniques. The topics covered include: basic C.N.C. review; machining centre control systems; speed, feed and power requirements; cutter compensation; advanced programming techniques; machine set-up and operation.

Tues. 6 to 9 p.m. **Casa Loma Campus**
30 hours Fee: $150.00 Material: $50.00
January 7 to March 11
March 18 to May 20

Computer Assisted Part Programming (A.P.T.) I NC 904

Prerequisite: Minimum "B" grade, C.N.C. I or 1 year manual programming experience.
This course is designed to introduce the participant to computer assisted part programming using C.N.C. three axis machine tools. Topics covered include: introduction to A.P.T.; language and geometry definitions; tool motion; simple macros; C.N.C. machining techniques; tape preparation; machine set-up and operation.

Wed. 6 to 9 p.m., Sat. 9 a.m. to 3 p.m.
Casa Loma Campus
48 hours Fee: $240.00 Material: $40.00
January 4 to February 22
January 8 to April 23

Computer Assisted Part Programming (A.P.T.) II NC 905

Prerequisite: Minimum "B" grade, NC 906 or equivalent.
This course offers a practical hands-on experience in advanced computer assisted part programming. It is designed to build on the theory and practical experience gained in A.P.T. I. Topics covered include: review of basic computer assisted part-programming; geometry definitions; macros and looping logic; matrices; multiple branching techniques; machine set-up and operation.

Sat. 9 a.m. to 3 p.m. **Casa Loma Campus**
60 hours Fee: $300.00 Material: $50.00
March 1 to May 10

C.A.D.

Computer Aided Design (CAD) I NC 906

Prerequisite: Minimum two years drafting experience with a good knowledge of drawing office math.
This course offers a practical hands-on introduction to computer aided design drafting. After initial theory lectures, the participants follow an individually paced program in the form of projects designed to highlight the course content. The topics covered will include: introduction to C.A.D.; types and uses of C.A.D. systems; system commands; basic shape generation; manipulation; dimensioning; 2 to 3 dimensional representation; plotting of completed drawings.

Sat. 9 a.m. to 3 p.m. **Casa Loma Campus**
30 hours Fee; $300.00 Material: $50.00
January 4 to February 1
March 15 to April 12

Computer Aided Design (CAD) II NC 907

Prerequisite: Minimum "B" grade, C.A.D. I
This course offers a hands-on experience in advanced graphic techniques. It is an individually paced program designed to build on the theory and experience gained in C.A.D. I. Topics covered during the course will include: review of basic construction techniques; advanced shape generation; introduction to layers; pattern/symbol creation; the use of patterns to maximize efficiency; plotting.

Sat. 9 a.m. to 3 p.m.
Casa Loma Campus
30 hours Fee: $300.00 Material: $50.00
February 8 to March 8
April 19 to May 17

Millwright

Fluid Power MILL 902

This course is designed specifically for Mechanical Tradesmen who have Grade 12 Mathematics.
Instruction, demonstrations, lectures and assignments are given in industrial hydraulics and pneumatics applications and circuitry.

Sat. 9 a.m. to 3 p.m. Casa Loma Campus
48 hours Fee: $48.00
January 11 to February 15

Mechanical Maintenance MILL 900B

This course is designed specifically for those interested in the Intermediate Millwright Apprentice program.
Instruction, lectures, demonstrations and assignments are given in the following: Gear types, terminology, speed calculations, simple and compound gear trains, couplings, selection and alignment, clutches, types, application and over-riding limits, balancing, single plane and vibration, vee belts, belt drives and chain drives, plain and anti-friction bearing, identification, installation, fits and clearances.
Shop assignments include machine tool operation, and fitting bearings and aligning couplings.

Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $60.00
February 24 to April 30

Mechanical Maintenance (Part III) MILL900C

This course is designed specifically for those interested in the Advanced Millwright Apprentice program.
Instruction, lecture, demonstrations and assignments are given in the following:
Basic optical alignment, two plane balancing, basic hydraulic circuitry, design, components, pumps, valves, cylinders, pneumatics, gas laws, compressors, installation and maintenance.
Practical work includes machine tool operating, pneumatic and hydraulic test panel, set-ups and optical assignments.

Mon. and Tues. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $60.00
March 17 to May 26

Machine Shop for Millwrights NEW MILL 904

Prerequisite: Knowledge of millwrighting and basic machine shop.
This course is designed for the Millwright who wishes to obtain more hands-on skill development in the Machine Shop Area. The following topics are covered, benchwork, drills saws, lathes, mills, grinders and precision measurement tools.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $60.00 Materials: $25.00
January 14 to March 20

Precision Alignment of Mechanical Drives MILL 903

This course is designed specifically for those with a general Millwright interest. Instruction, lectures and assignments are given on couplings, drives, belts and chain alignments.

Tues. 6 to 9 p.m. Casa Loma Campus
24 hours Fee: $24.00
January 8 to February 26

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Welding and Fabrication

The welding and fabrication courses outlined below are designed to develop specific practical welding or fitting skills. Appropriate theory specifically related to the use of equipment and the techniques involved in the development of these skills is included in each course. For those interested only in the theoretical aspects of welding and flame cutting, two courses, Welding Theory I and Welding Theory II, are offered.

All successfully completed courses count as credits toward the various certificates listed below:

Course Number	Course Titles	Certificates					
		BASIC WELDING	INT. MED. WELDING	ADVANCED WELDING	METAL FABRICATION	WELDING OPERATOR	WELDING FITTER
WELD 920	Welding Theory I	●	●	●	●	●	●
WELD 921	Welding Theory II		●	●	●	●	●
WELD 922	Welding I (General)	●	●	●	●	●	●
WELD 923	Welding II (General)	●	●	●	●	●	●
WELD 924	Welding III (General)	●	●	●		●	●
WELD 925	M.C.C.R. Certification I (Plate)		●	●		●	●
WELD 926	M.C.C.R. Certification II (Plate)		●	●			●
WELD 929	Pipe Welding I (Smaw-Uphill)			●			
WELD 931	Pipe Welding III (Gtaw/Smaw-Uphill)			●			
WELD 934	Gas Metal Arc Welding I		●	●	●	●	●
WELD 935	Gas Metal Arc Welding II			●			●
WELD 937	Gas Tungsten Arc Welding I			●			●
WELD 938	Gas Tungsten Arc Welding II			●			●
WELD 940	Welding Fabrication I				●		●
WELD 941	Welding Fabrication II				●		●
ENDR 572X	Blueprint Reading for the Welding Trade				●	●	●
ENDR 901	Technical Drawing — Part I				●		●
MATH 610X	Trade Mathematics I				●		●
ENG 908	English Upgrading 10					●	●

Welding Tests

The Metal Fabrication Department operates a testing program as a service to welders wishing to update their qualifications by taking tests leading to certification. As an additional service, practice sessions prior to testing can be arranged if required. All enquiries should be directed to Mr. G. Betts, Chairman, Metal Fabrication Technology Department, 967-1212, ext. 2243.

Welding and Fabrication

Welding Theory II WELD 921

This course is designed to introduce the theoretical aspects of gas tungsten arc welding (GTAW) and semi-automatic and automatic gas metal arc welding (GMAW), including flux-cored arc welding (FCAW).
Course Content: Safety in GTAW and GMAW operations. Basic principles and operation of equipment. Process theory including weldable metals, welding techniques, effects of change of variables such as gas flow rates, current and voltage settings, travel speed, wire feed speeds, etc. Joint design, preparation and fit-up.

Tues. 7 to 9 p.m. Casa Loma Campus
20 hours Fee: $20.00
January 7 to March 11

Welding I — General WELD 922

This course is designed to introduce the basic principles involved in the use of the shielded metal arc welding (SMAW) and oxy-acetylene welding processes.
Course Content: Safety precautions involved in the use of shielded metal arc and oxy-acetylene equipment. Oxy-acetylene fusion welding of tee, lap, corner, and butt joints in the flat and horizontal positions. Braze welding of tee and lap joints in the flat position. Cutting with manual oxy-acetylene equipment. Shielded metal arc welding of tee and lap joints in the flat and horizontal positions with E6010/11 (E41010/11) and E6013 (E41013) electrodes using single and multiple pass beads and weaves.

Mon. & Wed. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $60.00
March 17 to May 26

Welding II — General WELD 923

Prerequisite: WELD 922 or equivalent experience.
This course is designed to build upon the work done in Welding I and introduce more advanced techniques using the shielded metal arc welding (SMAW) and oxy-acetylene welding processes.
Course Content: Review of WELD 922.
Oxy-acetylene fusion welding of tee, lap, corner and butt joints in the vertical up position. Braze welding of tee, lap, and butt joints in the vertical up position. Cutting with manual oxy-acetylene equipment. Shielded metal arc welding of tee and lap joints in the horizontal and vertical up position with E6010/11 (E41010/11) and E7018 (E48018) electrodes using multi-pass weaves. Welding of outside and inside corner joints of ¼" (6.3 mm) mild steel plate in the vertical down position using E6010/11 (E41010/11) electrodes. Welding of corner, tee, lap, and butt joints in the vertical down position using E6013 (E41013) electrodes and light gauge mild steel.

Mon. & Wed. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $60.00
March 17 to May 26

Welding III — General WELD 924

Prerequisite: WELD 922 and WELD 923 or equivalent experience.
This course is designed to further develop and refine all-position welding skills using the shielded metal arc welding (SMAW) process.
Course Content: Review of WELD 922 and WELD 923. Shielded metal arc welding of tee, lap, and corner joints in all positions with emphasis on multi-pass welding techniques using E6010/11 (E41010/11) and E7018 (E48018) electrodes. Introduction to edge preparation, fit-up and welding of single-vee butt joints in the flat position.

Tues. & Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00
March 18 to May 22

MCCR Certification II — (Plate) WELD 926

Prerequisite: WELD 925 or equivalent experience. A pre-entry interview is required.
This course is designed to improve the welding skills acquired in WELD 925 and to prepare for a vertical and overhead position plate test to standards required by the Ministry of Consumer and Commercial Relations (MCCR) for pressure welding.
Course Content: Review of WELD 925. Welding of open root single-vee butt joints in vertical (3G) and overhead (4G) positions to MCCR specifications using E6010/11 (E41010/11) and E7018 (E48018) electrodes. Guided bend testing of completed welds.
Note: Arrangements can be made to have the final practical test inspected by the MCCR and the appropriate certificate issued to successful students. An additional fee is involved.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00
March 17 to May 26

Pipe Welding III (GTAW/SMAW-Uphill) WELD 931

Prerequisite: 1) WELD 925, WELD 926, and WELD 929 OR 2) MCCR Certification for all position pipe welding.
This course is designed to improve the welding skills of candidates who are preparing for an All Position Pipe Welding Test to standards required by the Ministry of Consumer and Commercial Relations (MCCR) for pressure welding.
Course Content: Review of WELD 925, WELD 926, and WELD 929. Correct preparation and fit-up of 2", 4", and 6" dia. pipe joints. Introduction and practice of root pass welding of plate and pipe joints with the GTAW process. Welding filler and cover passes using the uphill technique with E7018 (E48018) low hydrogen electrodes.
Note: Arrangements can be made to have the final practical test inspected by the MCCR and the appropriate certificate issued to successful students. Students may elect to test on either 2" or 6" dia. pipe. An additional fee is involved.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $285.00
March 18 to May 22

Gas Metal Arc Welding II WELD 935

Prerequisite: WELD 934
The course is designed to build upon the work done in WELD 934 and to introduce more advanced techniques with the gas metal arc welding process.
Course Content: Review of WELD 934 including welding of flat position single-vee butt joints. Welding of single-vee butt joints in horizontal, vertical and overhead positions using solid wire. Guided bend testing of completed welds.
Note: Arrangements can be made to have the final practical test inspected by the MCCR and the appropriate certificate issued to successful students. An additional fee is involved.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00
March 18 to May 22

Gas Tungsten Arc Welding II WELD 938

Prerequisite: WELD 937 or equivalent experience.
This course is designed to build upon the work done in WELD 937 and to introduce more advanced techniques to weld various metals and joint types in horizontal and vertical positions.
Course Content: Review of WELD 937. Welding of low carbon steel, aluminum and stainless steel lap, corner and tee joints in the vertical position, and butt joints in horizontal and vertical positions. Introduction to the welding of light gauge carbon steel and aluminum tubing and tube joints.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00
March 17 to May 26

Welding Fabrication II WELD 941

Prerequisite: WELD 922 and WELD 940 or equivalent experience.
This course is designed to build upon the work done in Welding Fabrication I and introduce more advanced fabrication techniques.
Course Content: Review of WELD 922 and WELD 940. Safe use of fabrication machinery such as hydraulic press brake, roll former, and shears. Layout and fabrication of metal projects involving bending and roll forming operations from shop drawings. Manual and automatic flame cutting of mild steel. Shielded metal arc and gas metal arc welding of fabricated projects.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00
March 17 to May 26

Ornamental Metalwork I WELD 944

Prerequisite: WELD 922 or equivalent experience.
This course is designed for the hobbyist, and provides a general knowledge of the tools, machines, and materials essential to the art of ornamental metalwork.
Course Content: Review of WELD 922. Identification and selection of materials. Fundamentals of design. Use of hand tools and metal working equipment. Methods of twisting, forming and fastening metals, forming of scrolls. Surface decoration and finishing. Practical shop work consisting of the fabrication of various ornamental metal projects.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00
January 7 to March 13
March 18 to May 22

Welding Inspection — Introduction WELD 946

This course is aimed at persons involved or interested in weld quality control.
Course Content: An introduction to welding processes and procedures and their use in the welding industry. Weld inspection duties. Qualification tests for welders. MCCR (Ministry of Consumer and Commercial Relations) and CWB (Canadian Welding Bureau) Certification procedures. Demonstrations of correct and incorrect welding techniques and the causes and control of weld faults. Methods involved in the preparation and testing of MCCR and CWB test specimens and interpretation of completed tests. Introduction to various methods of destructive and non-destructive weld testing.

Tues. & Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
40 hours Fee: $40.00
March 18 to April 29

Welding Process Technology & Quality Control WELD 947

This course is aimed at persons involved in or interested in setting up, operating and monitoring semi-automatic and automatic welding and cutting equipment. The processes covered are GMAW, FCAW, GTAW, SAW, ESW, and Plasma Arc (P.A.C.) cutting. Correct set-up and operating procedures for the processes listed above. Adjusting or changing variables such as wire feed speed, travel speed, amperage and voltage values, gas flow rates, gas types and mixtures, filler wire sizes, types and extension, flux compositions, etc. Applications of short circuiting, spray and globular transfer modes in GMAW. Use of manipulators, track and beam systems for automatic applications. Monitoring equipment to control quality and cost efficiency. Weld quality control by the application of non-destructive (visual) and destructive weld examination methods.

Mon. & Wed. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $60.00
March 17 to May 26

Non-Destructive Testing

The following Non-Destructive Testing courses will be offered in co-operation with the Canadian Society for Non-Destructive Testing.
Classes are from 6:30 to 9:30 p.m.
For more information, contact: Mr. G. Betts, 967-1212, ext. 2243.
OR
Mr. George Munroe
Education Chairman, C.S.N.D.T.
c/o Rotesco, Inc., 291-9821

Ultrasonics Level I TEST 900

This is a basic course in ultrasonics which will familiarize the student with the theory of ultrasonic testing and its practical applications. Classroom training for certification is in accordance with the Canadian General Standards Board (48-GP-7M).
Course Content: Introduction and testing philosophy; test principles, applications and capabilities; equipment; testing techniques; calibration.
Recommended Textbook: General Dynamics Manual, CT-6-4 Ultrasonic Testing

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
42 hours Fee: $225.00
February 5 to May 7

Ultrasonics Level II TEST 902

Prerequisite: Ultrasonics Level I or certification to the Canadian Government Specification Board Level I in ultrasonics or equivalent experience satisfactory to the instructor.
The course is specifically directed to students whose work requires that they be able to interpret the results of an ultrasonic test and ensure that the test is performed in accordance with applicable codes and standards. Inspectors, engineers, surveyors and supervisors will find this course of value.
Course Content: Review of the basic principles of ultrasonic testing; application and capabilities of available instrumentation; interpretation of results; knowledge of testing standards, codes, records and regulations.
Recommended Textbook: General Dynamics Manual CT-6-4 Ultrasonic Testing

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
42 hours Fee: $225.00
February 5 to May 7

Industrial Radiography Level I TEST 903

This is a course directed to the radiographer who is preparing to write the Level I Industrial Radiography Examination and provides formal preparation for all phases of the examination. It is also of interest to personnel in supervisory, quality control or affiliated positions who require a knowledge of the fundamentals of radiography.
Course Content: Introduction to electromagnetic spectrum, velocity, frequency and wave length of light; generation of X-rays and gamma rays; mathematics of radiography — inverse square law, law of reciprocity; radiographic sensitivity — definition and contrast; aids to radiographic sensitivity; film-types and classes, densitometry, sensitometry; exposure charts; standards; radiation protection — federal and provincial regulations, safe working conditions; radiographic techniques; film interpretation.
Recommended Textbook: General Dynamics Manual CT-6-6 Radiographic Testing — 48-GP-5M

Tues. 6:30 to 9:30 p.m. Casa Loma Campus
48 hours Fee: $275.00
February 4 to May 20

Industrial Radiography Level II TEST 904

Prerequisite: Industrial Radiography I or certification as a Level I Radiographer or equivalent experience satisfactory to the instructor.
This course is specifically directed to people whose work requires that they be able to interpret the results of radiographic tests. While some time will be devoted to discussion of basic principles and equipment, the emphasis will be placed on film interpretation, evaluation of film in accordance with codes, and use of codes. Inspectors, engineers and supervisors will find this course of value.
Course Content: Review of basic principles of radiography; equipment applications and capabilities; film interpretation; use of codes; records and regulations.
Recommended Textbook: General Dynamics Manual CT-6-6 Radiographic Testing 48-GP-5M

Tues. 6:30 to 9:30 p.m. Casa Loma Campus
48 hours Fee: $275.00
February 4 to May 20

Liquid Penetrant & Magnetic Particle Inspection (LPI/MPI) Levels I & II TEST 907

This course is designed to instruct the student in the theory and practice of liquid penetrant and magnetic particle inspection. The course meets the classroom training requirements for Levels I & II Certification as stipulated in CGSB standard 48-GP-9M and 48-GP-8M, respectively.
Course Content: Liquid penetrant — NDT and liquid penetrant testing; principles and methods of liquid penetrant testing; selection of penetrant test method and equipment; evaluation of liquid penetrant indications. Magnetic particle inspection — principles of magnets and magnetic fields; magnetization by means of electric currents; types of equipment and inspection materials, selection of the proper type of magnetization; principles of demagnetization; types of discontinuities located by magnetic particle testing; indications and interpretation.
Recommended Textbook: General Dynamics Manual CT-6-3 Liquid Penetrant Testing & CT-6-3 Magnetic Particle Testing 48-GP-12M (LPI) — 48-GP-11M (MPI)

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
48 hours Fee: $300.00
February 6 to May 22

Theatre Arts

Acting

Two levels of Acting are offered for two terms of eight weeks each, six hours per week.
The courses are conducted in the Theatre Department at 530 King St. East (at River St.).
All students wanting to enrol in these courses are required to attend a preliminary orientation session one week prior to the start of each term. The orientation session enables the teachers to advise students of the class most suitable for them and ensure a consistent level in each group, which is to everyone's advantage.

Orientation and Registration: Monday, January 13
Classes Begin: January 20

Acting (Level 1) THEA 900

Exploratory exercises and improvisations designed to make the students aware of themselves and their resources.

7 to 10 p.m. twice weekly 530 King St. E
48 hours Fee: $48.00

Acting (Level 2) THEA 901

Text study, scene work, solo material and speeches for audition purposes.

7 to 10 p.m. twice weekly 530 King St. E
48 hours Fee: $48.00

***For more information**, please call 967-1212, ext. 3201 or 3202.*

Acting for Film & Television Basic THEA 934

Classes are held in the video studio, Casa Loma Campus. Students get practical on-camera experience in a variety of comedy and dramatic scenes. Special topics are addressed on individual nights such as blocking, retakes, timing, emotion, presence, confidence and intensity.

Tues. or Wed. 7 to 9:30 p.m.
Casa Loma Campus
25 hours Fee: $25.00
January 21 or 22 to March 25 or 26

Acting for Film & Television Intermediate THEA 936

Prerequisite: Acting for Film & Television Basic — or equivalent
Students participate in on-camera workshops to develop their concentration, intensity, confidence, and character range. Students are encouraged to select individual study pieces that are close to their character range.

Fri. 7 to 9:30 p.m. Casa Loma Campus
25 hours Fee: $25.00
January 24 to March 28

Acting for Film & Television Advanced THEA 938

Prerequisite: Professional acting experience.
Professional level actors have the opportunity to workshop scenes on camera with other committed actors and to analyze their performance on play back. The classes emphasize building a character and explore what makes certain film and television characterizations work over long periods of time.

Thurs. 7 to 9:30 p.m. Casa Loma Campus
25 hours Fee: $25.00
January 23 to March 27

For more information about the Acting for Film and Television series, please call John Taylor at 967-1212, ext. 2482.

The George Brown College

School of Dance

Lois Smith, Artistic Director

Complete ballet programs for both pre-professional and recreational students.
Winter Term January 27 to June 7
Audition for Junior and Senior Divisions by appointment.

Under the artistic direction of Lois Smith, former Prima Ballerina with the National Ballet of Canada, the School of Dance endeavours to provide comprehensive dance training to its professional, pre-professional and non-professional students. Although classes in other dance idioms are provided, the School is primarily ballet-oriented. The Continuing Education wing of the school encompasses our Children's (pre-professional), Adults' (non-professional) and Summer Schools.

Junior Division
For students aged 6 to 13, the Junior Division provides creative movement classes for its very youngest children. More formal ballet training begins by age 9, when students can attend classes 2 or more times per week. Ballet classes are taught in a carefully graded curriculum drawing on Cecchetti, Royal Academy of Dance, Bournonville and Russian techniques.

Senior Division
Designed for more advanced students, aged 14 to 18 years, this division encompasses all the pre-professional levels. Pre-professional students attend classes up to six days per week and in addition to their daily ballet classes, study other dance forms such as modern, jazz or character, depending on their level. Students in the upper levels (Elementary and Intermediate) may also prepare for the standard Cecchetti examinations.

Adult Divisions
These courses are designed for adults and non-professionals who wish to combine meaningful exercise with a deeper understanding of the technical aspects of ballet.

Classes are offered in the evening at various times throughout the week at the beginner through advanced level.

For further information regarding all School of Dance programs call the School directly at 363-9945.

Mail-in Registration Application

Please complete **all** blocks and mail the completed registration application and payment to:

_____ Campus

(insert campus for your course here)
Part Time Courses
George Brown College
P.O. Box 1015, Station "B", Toronto, Ontairo M5T 2T9

For instruction on how to register by mail, see page 3.

Mail-in registrations should be received by the College at least three weeks before the course starts.

PLEASE PRINT CLEARLY **FOR MAIL REGISTRATION ONLY** **COMPLETE ALL BLOCKS**

USE THIS FORM FOR ONE COURSE ONLY

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN PERM. RES. STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

EMPLOYER'S NAME | BUSINESS PHONE

George Brown
The City College

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + | MATERIAL FEE $ = | PAYMENT $

STUDENT SIGNATURE _____ DATE _____

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT — YES | NO

PLEASE PRINT CLEARLY **FOR MAIL REGISTRATION ONLY** **COMPLETE ALL BLOCKS**

USE THIS FORM FOR TWO COURSES ON SAME CAMPUS

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN PERM. RES. STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

EMPLOYER'S NAME | BUSINESS PHONE

George Brown
The City College

FIRST COURSE – TRANSFER INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + | MATERIAL FEE $ = | PAYMENT $

SECOND COURSE – TRANSFER INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + | MATERIAL FEE $ = | PAYMENT $

STUDENT SIGNATURE _____ DATE _____

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT — YES | NO

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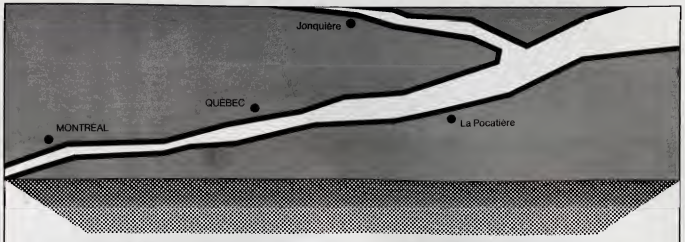

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